

## **ATTACHMENT A**

### **MONTHLY STATUS REPORT FOR (MONTH AND YEAR)**

**Contractor Name:**

**Task Order Number:** AF00793-15032AFM

Prepared by:

**Reporting Period:**

Page 1 of \_\_\_\_

#### **Monthly Status Report**

##### **Work Planned for the Month**

##### **Work Completed During the Month**

##### **Work Not Completed During the Month**

##### **Work Planned for Next Month**

##### **Contract Meetings**

Indicate the meeting date, meeting subject, persons in attendance and duration of the meeting.

##### **Deliverable Status**

##### **Issues/Questions/Recommendations**

##### **Risks**

Indicate potential risks, their probability, impact, and proposed mitigation strategy.

##### **Funds/Hours Expended**

Total hours expended by the contractor during the week. Total funds expended by the contractor during the week.

**NON-DISCLOSURE AGREEMENT  
BETWEEN  
U.S. GENERAL SERVICES ADMINISTRATION (GSA)  
FEDERAL SYSTEMS INTEGRATION AND MANAGEMENT CENTER  
(FEDSIM)  
AND  
[CONTRACTOR]**

This agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20XX (the "Effective Date"), is by and between GSA and [CONTRACTOR].

**WHEREAS**, [CONTRACTOR] and GSA FEDSIM have entered into [Contract No.], Task Order No. [INSERT] for services supporting the [CLIENT AGENCY AND PROGRAM/PROJECT NAME];

**WHEREAS**, [CONTRACTOR] is providing [DESCRIPTION, e.g., consulting/professional IT, engineering] services under the Task Order;

**WHEREAS**, the services required to support [PROGRAM/PROJECT NAME] involve certain information which the Government considers to be "Confidential Information"<sup>1</sup> as defined herein;

**WHEREAS**, GSA desires to have [CONTRACTOR]'s support to accomplish the Task Order services and, therefore, must grant access to the Confidential Information;

**WHEREAS**, [CONTRACTOR] through its work at a Government site may have access to Government systems or encounter information unrelated to performance of the Task Order which also is considered to be Confidential Information as defined herein;

**WHEREAS**, GSA on behalf of [CLIENT AGENCY] desires to protect the confidentiality and use of such Confidential Information;

**NOW, THEREFORE**, for and in consideration of the mutual promises contained herein, the parties agree as follows:

- 1. Definitions.** "Confidential Information" shall mean any of the following: (1) "contractor bid or proposal information" and "source selection information" as those terms are defined in 41 U.S.C. § 2101; (2) the trade secrets or proprietary information of other companies; (3) other information, whether owned or developed by the Government, that has not been previously made available to the public, such as the requirements, funding or budgeting data of the Government; and *for contracts/orders providing acquisition assistance*,

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<sup>1</sup> This does not denote an official security classification.

this term specifically includes (4) past performance information, actual/proposed costs, overhead rates, profit, award fee determinations, contractor employee data of offerors/contractors, methods or procedures used to evaluate performance, assessments, ratings or deliberations developed in an evaluation process, the substance of any discussions or deliberations in an evaluation process, and any recommendations or decisions of the Government unless and until such decisions are publicly announced. This term is limited to unclassified information.

2. **Limitations on Disclosure.** [CONTRACTOR] agrees (and the [CONTRACTOR] Task Order personnel must agree by separate written agreement with [CONTRACTOR]) not to distribute, disclose or disseminate Confidential Information to anyone beyond the personnel identified in the [ATTACHED ADDENDUM], unless authorized in advance by the GSA Contracting Officer in writing. The Contracting Officer and [CLIENT POC] will review the Addendum to ensure it includes only those individuals to be allowed access to the information. The Addendum, which may be updated from time to time, is approved when signed by the GSA Contracting Officer and [CLIENT POC].
3. **Agreements with Employees and Subcontractors.** [CONTRACTOR] will require its employees and any subcontractors or subcontractor employees performing services for this Task Order to sign non-disclosure agreements obligating each employee/subcontractor employee to comply with the terms of this agreement. [CONTRACTOR] shall maintain copies of each agreement on file and furnish them to the Government upon request.
4. **Statutory Restrictions Relating to Procurement Information.** [CONTRACTOR] acknowledges that certain Confidential Information may be subject to restrictions in Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. § 2104), as amended, and disclosures may result in criminal, civil, and/or administrative penalties. In addition, [CONTRACTOR] acknowledges that 18 U.S.C. § 1905, a criminal statute, bars an employee of a private sector organization from divulging certain confidential business information unless authorized by law.
5. **Limitations on Use of Confidential Information.** [CONTRACTOR] may obtain Confidential Information through performance of the Task Order orally or in writing. These disclosures or this access to information is being made upon the basis of the confidential relationship between the parties and, unless specifically authorized in accordance with this agreement, [CONTRACTOR] will:
  - a) Use such Confidential Information for the sole purpose of performing the [PROGRAM/PROJECT] support requirements detailed in the Task Order and for no other purpose;
  - b) Not make any copies of Confidential Information, in whole or in part;

- c) Promptly notify GSA in writing of any unauthorized misappropriation, disclosure, or use by any person of the Confidential Information which may come to its attention and take all steps reasonably necessary to limit, stop or otherwise remedy such misappropriation, disclosure, or use caused or permitted by a [CONTRACTOR] employee.

6. **Duties Respecting Third Parties.** If [CONTRACTOR] will have access to the proprietary information of other companies in performing Task Order support services for the Government, [CONTRACTOR] shall enter into agreements with the other companies to protect their information from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than that for which it was furnished. [CONTRACTOR] agrees to maintain copies of these third party agreements and furnish them to the Government upon request in accordance with 48 C.F.R. § 9.505-4(b).
7. **Notice Concerning Organizational Conflicts of Interest.** [CONTRACTOR] agrees that distribution, disclosure or dissemination of Confidential Information (whether authorized or unauthorized) within its corporate organization or affiliates, may lead to disqualification from participation in future Government procurements under the organizational conflict of interest rules of 48 C.F.R. § 9.5.
8. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any prior or contemporaneous oral or written representations with regard to protection of Confidential Information in performance of the subject Task Order. This Agreement may not be modified except in writing signed by both parties.
9. **Governing Law.** The laws of the United States shall govern this agreement.
10. **Severability.** If any provision of this Agreement is invalid or unenforceable under the applicable law, the remaining provisions shall remain in effect.

In accordance with Public Law No. 108-447, Consolidated Act, 2005, the following is applicable:

These restrictions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by Executive Order No. 12958; section 7211 of title 5, United States Code (governing disclosures to Congress); section 1034 of title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the military); section 2302(b)(8) of title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste,

fraud, abuse or public health or safety threats); the Intelligence Identities Protection Act of 1982 (50 U.S.C. 421 et seq.) (governing disclosures that could expose confidential Government agents); and the statutes which protect against disclosure that may compromise the national security, including sections 641, 793, 794, 798, and 952 of title 18, United States Code, and section 4(b) of the Subversive Activities Act of 1950 (50 U.S.C. 783(b)). The definitions, requirements, obligations, rights, sanctions, and liabilities created by said Executive order and listed statutes are incorporated into this agreement and are controlling.

**11. Beneficiaries.** If information owned by an individual or entity not a party to this agreement is disclosed or misappropriated by [CONTRACTOR] in breach of this agreement, such information owner is a third party beneficiary of this agreement. However, nothing herein shall create an independent right of action against the U.S. Government by any third party.

IN WITNESS WHEREOF, GSA and [CONTRACTOR] have caused the Agreement to be executed as of the day and year first written above.

UNITED STATES GENERAL SERVICES ADMINISTRATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer

[CONTRACTOR]

\_\_\_\_\_  
Name\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\*Person must have the authority to bind the company.

## TRAVEL AUTHORIZATION REQUEST

<b>Industry Partner:</b> <b>Client:</b>	<b>Travel#</b> <b>Date:</b> <b>Project Name:</b> Command, Control, Communications, Computers (C) <b>Project ID/IA#</b> <b>Contract/Task Order:</b> GSQ0016AJ0060
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<b>TO:</b> FEDSIM Contracting Officer Representative  <b>FROM:</b> Requestor: <b>THROUGH:</b> Client POC  <b>SUBJECT:</b> Travel Authorization Request #	<b>CLIN# Value:</b> \$0.00 <b>CUM AMT BILLED:</b> \$0.00 <b>BALANCE:</b> \$0.00 <b>ESTIMATE:</b> \$0.00 <b>BALANCE:</b> \$0.00
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<b>Client Point of Contact:</b>	<b>IP Project Manager:</b>
<b>Purpose/Justification of Request:</b>	

The personnel who will support the above effort at this site is: \_\_\_\_\_ Please note that a separate travel request form should be submitted for each individual traveler.

<b>Travelers:</b>	<b>Name:</b> _____ _____ _____ _____ _____	<b>Company:</b> _____ _____ _____ _____ _____	<b>Subcontractor POC:</b> <i>Name:</i> _____ <i>Address:</i> _____ <i>City:</i> _____ <i>Phone:</i> _____ <i>E-Mail:</i> _____ <i>Subcontract Purchase Order:</i> _____
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### Travel Itinerary:

Departure:	<u>Date</u>	<u>Destination</u>	Return:	<u>Date</u>	<u>Destination</u>
Leave			Leave		
Arrive			Arrive		
Leave			Leave		
Arrive			Arrive		
Leave			Leave		
Arrive			Arrive		

Below is the estimated cost of the trip for the contractors:

<b>ITEM</b>	<b>COST</b>
Travel (CLIN 0000):	\$0.00
Airfare: @	
Per Diem: @	
Hotel: @	
Other: car rental	
<b>Other Direct Costs (CLIN 0000)</b>	<b>\$0.00</b>

Post Differential Pay		
Danger Pay:		
War Risk Insurance		
Other		
<b>Subtotal Amount:</b>		<b>\$0.00</b>
<b>Material Handling Cost:</b>		
<b>General &amp; Administrative (G &amp; A) Cost:</b>		
<b>Total ODC Cost (CLIN 0000):</b>		
<b>Total Travel Cost (CLIN 0000):</b>		
<b>Total Trip Cost NTE:</b>		<b>\$0.00</b>

**Remarks:**

The estimated cost of travel must represent the Government's best estimate. The amount of obligated for this line item may be increased unilaterally by the Government if such action is deemed advantageous. Travel costs shall be reimbursed in accordance with Federal Travel Regulations (FTR).

Please contact me at (area code) 000-0000 if you have any concerns or questions.

Industry Partner Request:

FEDSIM Approval:

Client Acceptance:

Signature

Signature

Signature

Date

Date

Date

Date

## Acronym List – TOR

Acronym	Definition
ACAS	Assured Compliance Assessment Solution
AOR	Area of Responsibility
ASSIST	Assisted Services Shared Information System
C4	Command, Control, Communications, Computers
CCMDs	Cyber Components, Combatant Commands
CD	Capabilities Development
CDG	Capability Development Group
C4IT	Command, Control, Communications, Computers Systems and Information Technology
CAF	Contract Access Fee
CFR	Code of Federal Regulations
CI	Counter-Intelligence
CIL	Cyber Immersion Lab
CLIN	Contract Line Item Number
CMF	Cyber Mission Force
CO	Contracting Officer
CONOPS	Concept Of Operations
CONUS	Continental United States
COR	Contracting Officer's Representative
CPAF	Cost-Plus-Award-Fee
CPFF	Cost-Plus-Fixed-Fee
CPARS	Contractor Performance Assessment Reporting System
CPI	Cost Performance Index
CTP	Consent to Purchase
DCO	Defensive Cyber Operations
DD	Department of Defense
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
DODIN	Department of Defense Information Network
DSSR	Department of State Standardized Regulations
EAC	Estimated Cost at Completion
EIA	Electronic Industries Alliance
EIT	Electronic and Information Technology
EST	Eastern Standard Time
ETC	Estimate to Completion
EV	Earned Value
EVM	Earned Value Management
FAR	Federal Acquisition Regulation
FEDSIM	Federal Systems Integration Management Center
FFP	Firm-Fixed-Price
FOIA	Freedom of Information Act
FSC	Federal Service Code



Acronym	Definition
FSS	Federal Supply Schedule
FTE	Full Time Equivalent
FTR	Federal Travel Regulation
GFI	Government-Furnished Information
GFP	Government-Furnished Property
GSA	General Services Administration
GSAM	General Services Administration Acquisition Manual
GWAC	Government Wide Agency Contract
IA	Interagency Agreement
IAW	In Accordance With
IDIQ	Indefinite Delivery/Indefinite Quantity
IS	Information System
ISO	in support of
ISRMC	Information Security Risk Management Committee
IT	Information Technology
JIE	Joint Information Environment
JTR	Joint Travel Regulation
LH	Labor Hour
MS	Microsoft
MS	Microsoft Office Suite
MSR	Monthly Status Report
NLT	No Later Than
NSP	Not Separately Priced
NTE	Not-to-Exceed
OCI	Organizational Conflict of Interest
OCO	Offensive Cyber Operations
ODC	Other Direct Costs
POC	Point of Contact
PoP	Period of Performance
PPIRS	Past Performance Information Retrieval System
PM	Program/Project Manager
PMP	Project Management Plan
PNR	Problem Notification Report
PS	Project Start
PV	Planned Value
PWS	Performance Work Statement
Q&A	Question and Answer
QASP	Quality Assurance Surveillance Plan
QCP	Quality Control Plan
QMP	Quality Management Plan
R&D	Research & Development
RDT&E	Research Development, Test, and Evaluation
RIP	Request to Initiate Purchase
S&T	Science & Technology

Acronym	Definition
SCI	Sensitive Compartmented Information
SF	Standard Form
SIP	Security In-Process
SLA	Service Level Agreements
SOO	Statement of Objectives
SOP	Standard Operating Procedures
SOW	Statement of Work
SPI	Schedule Performance Index
SSO	Staff Security Office
T&M	Time and Materials
TBD	To Be Determined
TO	Task Order
TEB	Technical Evaluation Board
TOA	Task Order Award
TOR	Task Order Request
TOS	Tracking and Ordering System
TPOC	Technical Point of Contact
TS	Top Secret
TTPs	Tactics, Techniques, and Procedures
U.S.	United States
U.S.C.	United States Code
USG	U.S. Government
USSTRATCOM	United States Strategic Command
USCYBERCOM	United States Cyber Command
UIC	Unit Identification Code
VAC	Variance at Completion
WBS	Work Breakdown Structure
XML	Extensible Markup Language

**Instructions:**

1. This workbook is merely a template, you must customize it to your acquisition based on the number of periods of performance and the numbers of Tasks in your RFQ/TOR.
2. If you have more than one Labor CLIN, my advice is to have a separate workbook for each CLIN. Otherwise, there are so many worksheets it can be confusing. Having two makes it more straightforward and organized.
3. This workbook was also formulated assuming you have a CPAF order. If it is CPFF, you must edit each task sheet.
4. The first two worksheets are sample sheets meant to be deleted (along with this sheet) prior to release of the RFQ/TOR. Their purpose is to show what needs to be customized on ALL sheets. There is a summary sheet example and a task sheet example.
5. Make sure you also rename each worksheet Tab appropriately.

CLIN 000X - Labor Summary				
Base Period				
A	B	C	D	E
Task Area	Total hours	Total Estimated Cost	Award Fee Amount	Total Estimated Cost Plus Award Fee
1	Insert total hours per task area for labor.	Insert proposed total estimated cost per task area for labor.	Insert proposed total Award Fee Amount.	Insert proposed total estimated cost plus Award Fee for labor. (Sum of Columns C and D)
2				
3				
4				
Insert more rows as appropriate depending on how many Task Areas there are				
Labor Total:	0	0	0	0

Number of hours in a Man-Year:

CLIN 000X - Direct Labor (Task 1)					
Base Period					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It shall be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 1	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
Total hours for Task 1, Total Extended Value for Task 1, Award Fee, and Total Estimated Cost:	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 000X - Labor Summary				
Base Period				
A	B	C	D	E
Task Area	Total hours	Total Estimated Cost	Award Fee Amount	Total Estimated Cost Plus Award Fee
1	Insert total hours per task area for labor.	Insert proposed total estimated cost per task area for labor.	Insert proposed total Award Fee Amount.	Insert proposed total estimated cost plus Award Fee for labor. (Sum of Columns C and D)
2				
3				
4				
Insert more rows as appropriate depending on how many Task Areas there are				
Labor Total:	0	0	0	0

Number of hours in a Man-Year:

CLIN 000X - Direct Labor (Task 1)					
Base Period					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It shall be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.



G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 1	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
Total hours for Task 1, Total Extended Value for Task 1, Award Fee, and Total Estimated Cost:	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 000X - Direct Labor (Task 2)					
Base Period					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 2	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
<b>Total hours for Task 2, Total Extended Value for Task 2, Award Fee, and Total Estimated Cost:</b>	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 000X - Direct Labor (Task 3)					
Base Period					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 3	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
<b>Total hours for Task 3, Total Extended Value for Task 3, Award Fee, and Total Estimated Cost:</b>	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 000X - Direct Labor (Task 4)					
Base Period					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 4	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
Total hours for Task 4, Total Extended Value for Task 4, Award Fee, and Total Estimated Cost:	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 100X - Labor Summary				
Option Period One				
A	B	C	D	E
Task Area	Total hours	Total Estimated Cost	Award Fee Amount	Total Estimated Cost Plus Award Fee
1	Insert total hours per task area for labor.	Insert proposed total estimated cost per task area for labor.	Insert proposed total Award Fee Amount.	Insert proposed total estimated cost plus Award Fee for labor. (Sum of Columns C and D)
2				
3				
4				
Insert more rows as appropriate depending on how many Task Areas there are				
Labor Total:	0	0	0	0

Number of hours in a Man-Year:



CLIN 100X - Direct Labor (Task 1)					
Option Period One					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 1	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
<b>Total hours for Task 1, Total Extended Value for Task 1, Award Fee, and Total Estimated Cost:</b>	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 100X - Direct Labor (Task 2)					
Option Period One					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 2	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
<b>Total hours for Task 2, Total Extended Value for Task 2, Award Fee, and Total Estimated Cost:</b>	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 100X - Direct Labor (Task 3)					
Option Period One					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 3	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
<b>Total hours for Task 3, Total Extended Value for Task 3, Award Fee, and Total Estimated Cost:</b>	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 100X - Direct Labor (Task 4)					
Option Period One					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 4	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
Total hours for Task 4, Total Extended Value for Task 4, Award Fee, and Total Estimated Cost:	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	



CLIN 200X - Labor Summary				
Option Period Two				
A	B	C	D	E
Task Area	Total hours	Total Estimated Cost	Award Fee Amount	Total Estimated Cost Plus Award Fee
1	Insert total hours per task area for labor.	Insert proposed total estimated cost per task area for labor.	Insert proposed total Award Fee Amount.	Insert proposed total estimated cost plus Award Fee for labor. (Sum of Columns C and D)
2				
3				
4				
Insert more rows as appropriate depending on how many Task Areas there are				
Labor Total:	0	0	0	0

Number of hours in a Man-Year:

CLIN 200X - Direct Labor (Task 1)					
Option Period Two					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 1	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
<b>Total hours for Task 1, Total Extended Value for Task 1, Award Fee, and Total Estimated Cost:</b>	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 200X - Direct Labor (Task 2)					
Option Period Two					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 2	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
<b>Total hours for Task 2, Total Extended Value for Task 2, Award Fee, and Total Estimated Cost:</b>	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 200X - Direct Labor (Task 3)					
Option Period Two					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 3	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
Total hours for Task 3, Total Extended Value for Task 3, Award Fee, and Total Estimated Cost:	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 200X - Direct Labor (Task 4)					
Option Period Two					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.



G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 4	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
Total hours for Task 4, Total Extended Value for Task 4, Award Fee, and Total Estimated Cost:	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 300X - Labor Summary				
Option Period Three				
A	B	C	D	E
Task Area	Total hours	Total Estimated Cost	Award Fee Amount	Total Estimated Cost Plus Award Fee
1	Insert total hours per task area for labor.	Insert proposed total estimated cost per task area for labor.	Insert proposed total Award Fee Amount.	Insert proposed total estimated cost plus Award Fee for labor. (Sum of Columns C and D)
2				
3				
4				
Insert more rows as appropriate depending on how many Task Areas there are				
Labor Total:	0	0	0	0

Number of hours in a Man-Year:

CLIN 300X - Direct Labor (Task 1)					
Option Period Three					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 1	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
Total hours for Task 1, Total Extended Value for Task 1, Award Fee, and Total Estimated Cost:	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 300X - Direct Labor (Task 2)					
Option Period Three					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 2	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
Total hours for Task 2, Total Extended Value for Task 2, Award Fee, and Total Estimated Cost:	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 300X - Direct Labor (Task 3)					
Option Period Three					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 3	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
<b>Total hours for Task 3, Total Extended Value for Task 3, Award Fee, and Total Estimated Cost:</b>	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	



CLIN 300X - Direct Labor (Task 4)					
Option Period Three					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 4	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
Total hours for Task 4, Total Extended Value for Task 4, Award Fee, and Total Estimated Cost:	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 400X - Labor Summary				
Option Period Four				
A	B	C	D	E
Task Area	Total hours	Total Estimated Cost	Award Fee Amount	Total Estimated Cost Plus Award Fee
1	Insert total hours per task area for labor.	Insert proposed total estimated cost per task area for labor.	Insert proposed total Award Fee Amount.	Insert proposed total estimated cost plus Award Fee for labor. (Sum of Columns C and D)
2				
3				
4				
Insert more rows as appropriate depending on how many Task Areas there are				
Labor Total:	0	0	0	0

Number of hours in a Man-Year:

CLIN 400X - Direct Labor (Task 1)					
Option Period Four					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 1	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
Total hours for Task 1, Total Extended Value for Task 1, Award Fee, and Total Estimated Cost:	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 400X - Direct Labor (Task 2)					
Option Period Four					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 2	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
Total hours for Task 2, Total Extended Value for Task 2, Award Fee, and Total Estimated Cost:	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 400X - Direct Labor (Task 3)					
Option Period Four					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.



G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 3	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
Total hours for Task 3, Total Extended Value for Task 3, Award Fee, and Total Estimated Cost:	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

CLIN 400X - Direct Labor (Task 4)					
Option Period Four					
A	B	C	D	E	F
Labor Category Description	Key Personnel	Prime Contractor or Subcontractor?	Applicable Indirect Rate Cost Center	Proposed Direct Labor Rate	Rate Buildup (Direct Labor plus all applicable loads)
Insert applicable Alliant labor categories below.	Indicate whether this is a Key personnel.	Insert the name of the company this individual works for.	Insert the applicable indirect rate cost center.	Insert the proposed direct labor rate.	The offeror shall insert new columns as appropriate to completely show all applicable loads and the cost buildup. The offeror shall ensure all loads are clearly labeled. It should be clear how the offeror progressed from the Proposed Direct Labor Rate to the Proposed Fully Burdened Rate.

G	H	I	J	K	L	M
Proposed Fully Burdoned Rate	Total hours for Task 4	Extended Value	Award Fee Percentage	Award Fee	Total Estimated Cost	Notes
Insert the proposed fully burdened labor rate.	Insert total hours.	#VALUE!				
Total hours for Task 4, Total Extended Value for Task 4, Award Fee, and Total Estimated Cost:	Insert Total Hours	Insert Total Extended Value	Insert Award Fee Percentage	Insert Award Fee Amount for this Task Area	Insert Total Extended Value plus Award Fee Amount for a Total Estimated Cost for this Task Area	

INSTRUCTIONS -- Fill in only the columns/colors per instructions below. DO NOT delete or so

1. Each tab (for each period) must list all proposed staff, whether they are used in a particular performance period or not. If staff is not used in a particular period, zero out the hours for that period. DO NOT delete or sort any rows in this spreadsheet.

2. In the functional roles column, include not only the Functional Role title, but also a description of the duties performed by the individual in that role. This is regardless of whether there is a named individual performing the role or if there is a TBD.

3. In the qualifications column, include the qualifications, expertise and certification(s) of the proposed individual. If the individual has not yet been identified, include the qualifications, expertise, and certifications to fill the role.

ort any rows in this spreadsheet.
ormance period or not. If for staff during the performance t.
of the duties and/or tasks proposed for the Functional Role
osed individual, or, if an l the requirements of the position.





### Base Period

[illegible]

[illegible]





### Option Period 1

[illegible]

[illegible]

### Option Period 2

[illegible]

\*Only fill in the qualifications the first time the name appears in the tables.

Total Task Area by  
FTE by period



A blank 10x10 grid of squares, intended for drawing a 10-sided polygon. The grid is composed of 10 columns and 10 rows of squares.

### Option Period 3

[illegible]



*Only fill in the qualifications the first time the name appears in the tables.			Total Task Area by
			FTE by period



A blank 10x10 grid of squares, intended for drawing a 10-sided polygon. The grid is composed of 10 columns and 10 rows of squares.

### Option Period 4

[illegible]

\*Only fill in the qualifications the first time the name appears in the tables.

Total Task Area by  
FTE by period



A blank 10x10 grid of squares, intended for drawing a 10-sided polygon. The grid is composed of 10 columns and 10 rows of squares.

Labor Category		
Number	Labor Category	LCAT Level
1	Administrative Specialist - I	1
	Administrative Specialist - II	2
	Administrative Specialist - III	3
2	Business Process Engineer - I	1
	Business Process Engineer - II	2
	Business Process Engineer - III	3
3	Collection Manager - I	1
	Collection Manager - II	2
	Collection Manager - III	3
4	Configuration Manager - I	1
	Configuration Manager - II	2
	Configuration Manager - III	3
5	Cybersecurity Developer - I	1
	Cybersecurity Developer - II	2
	Cybersecurity Developer - III	3
6	Cybersecurity Engineer - I	1
	Cybersecurity Engineer - II	2
	Cybersecurity Engineer - III	3
7	Cyberspace Network Architect - I	1
	Cyberspace Network Architect - II	2
	Cyberspace Network Architect - III	3
8	Cyberspace Analyst - I	1
	Cyberspace Analyst - II	2
	Cyberspace Analyst - III	3
9	Cyberspace Fires (Targets) Analyst - I	1
	Cyberspace Fires (Targets) Analyst - II	2
	Cyberspace Fires (Targets) Analyst - III	3
10	Cyberspace Intelligence Analyst - I	1
	Cyberspace Intelligence Analyst - II	2
	Cyberspace Intelligence Analyst - III	3
11	Cyberspace Joint Operation Planner - I	1
	Cyberspace Joint Operation Planner - II	2
	Cyberspace Joint Operation Planner - III	3
12	Cyberspace Operations Engineer - I	1
	Cyberspace Operations Engineer - II	2
	Cyberspace Operations Engineer - III	3
13	Cyberspace Policy Analyst - I	1
	Cyberspace Policy Analyst - II	2
	Cyberspace Policy Analyst - III	3
14	Cyberspace Scientist - I	1
	Cyberspace Scientist - II	2
	Cyberspace Scientist - III	3
15	Cyberspace Training Facilitator - I	1
	Cyberspace Training Facilitator - II	2
	Cyberspace Training Facilitator - III	3



16	Cyberspace Training Specialist - I	1
	Cyberspace Training Specialist - II	2
	Cyberspace Training Specialist - III	3
17	Graphic Artist - I	1
	Graphic Artist - II	2
	Graphic Artist - III	3
18	Graphic Designer - I	1
	Graphic Designer - II	2
	Graphic Designer - III	3
19	Information Technology Specialist - I	1
	Information Technology Specialist - II	2
	Information Technology Specialist - III	3
20	Inspector General Specialist - I	1
	Inspector General Specialist - II	2
	Inspector General Specialist - III	3
21	Intelligence Planner - I	1
	Intelligence Planner - II	2
	Intelligence Planner - III	3
22	Knowledge Management Specialist - I	1
	Knowledge Management Specialist - II	2
	Knowledge Management Specialist - III	3
23	Legislative Affairs Specialist - I	1
	Legislative Affairs Specialist - II	2
	Legislative Affairs Specialist - III	3
24	Malware Analyst - I	1
	Malware Analyst - II	2
	Malware Analyst - III	3
25	Modeling & Simulation Engineer - I	1
	Modeling & Simulation Engineer - II	2
	Modeling & Simulation Engineer - III	3
26	Network Engineer - I	1
	Network Engineer - II	2
	Network Engineer - III	3
27	Open Source Analyst - I	1
	Open Source Analyst - II	2
	Open Source Analyst - III	3
28	Operational Design Cognitive Operator - I	1
	Operational Design Cognitive Operator - II	2
	Operational Design Cognitive Operator - III	3
29	Operations Research Analyst - I	1
	Operations Research Analyst - II	2
	Operations Research Analyst - III	3
30	Project Analyst - I	1
	Project Analyst - II	2
	Project Analyst - III	3
31	Program Manager - II	1
	Program Manager - II	2
	Program Manager-III	3

32	Project Manager-I	1
	Project Manager-II	2
	Project Manger - III	3
33	Public Affairs Specialist - I	1
	Public Affairs Specialist - II	2
	Public Affairs Specialist - III	3
34	Records Management Specialist - I	1
	Records Management Specialist - II	2
	Records Management Specialist - III	3
35	SharePoint Developer - I	1
	SharePoint Developer - II	2
	SharePoint Developer - III	3
36	SIGINT Policy SME - I	1
	SIGINT Policy SME - II	2
	SIGINT Policy SME - III	3
37	Software Developer - I	1
	Software Developer - II	2
	Software Developer - III	3
38	Special Security Officer Specialist - I	1
	Special Security Officer Specialist - II	2
	Special Security Officer Specialist - III	3
39	Subject Matter Expert - I	1
	Subject Matter Expert - II	2
	Subject Matter Expert - III	3
40	Systems Administrator - I	1
	Systems Administrator - II	2
	Systems Administrator - III	3
41	Systems Engineer - I	1
	Systems Engineer - II	2
	Systems Engineer - III	3
42	Systems Integrator - I	1
	Systems Integrator - II	2
	Systems Integrator - III	3
43	Technical Writer - I	1
	Technical Writer - II	2
	Technical Writer - III	3
44	Test Engineer - I	1
	Test Engineer - II	2
	Test Engineer - III	3
45	Web Development - I	1
	Web Development - II	2
	Web Development - III	3

Task

1

1.1

1.2

1.3

1.4

1.5

1.6

1.7

1.8

1.9

1.10

2

2.1

2.2

2.3

2.4

2.5

2.6

2.7

3

3.1

3.2

3.3

3.4

3.4.1

3.5

3.6

4

4.1

4.1.1

5

6

6.1  
6.1.1  
6.1.2  
6.2  
7  
8  
8.1  
8.2  
9  
9.1  
9.2  
9.3  
9.4  
10

Name

PROVIDE TASK ORDER PROJECT MANAGEMENT  
COORDINATE A PROJECT KICK-OFF MEETING  
PREPARE A MONTHLY STATUS REPORT (MSR)  
CONVENE TECHNICAL STATUS MEETINGS  
PREPARE A PROJECT MANAGEMENT PLAN (PMP)  
UPDATE THE PROJECT MANAGEMENT PLAN (PMP)  
PREPARE TRIP REPORTS  
PREPARE MEETING REPORTS  
QUALITY CONTROL PLAN (QCP)  
IMPLEMENT TRANSITION-IN  
TRANSITION-OUT  
PROVIDE CAPABILITY MANAGEMENT AND DEVELOPMENT SUPPORT  
PROVIDE SCIENCE & TECHNOLOGY/RESEARCH & DEVELOPMENT SUPPORT  
PROVIDE CYBER CAPABILITY ANALYSIS SUPPORT  
PROVIDE SOFTWARE DATA AND ANALYSIS SUPPORT  
PROVIDE CYBER EXPERIMENTATION SUPPORT  
PROVIDE ANALYSIS, TESTING, AND EVALUATION OF CYBER-RELATED CAPABILITIES SUPPORT  
PROVIDE TEST STANDARDS AND OVERSIGHT SUPPORT  
DEVELOPMENT OPERATIONS  
PROVIDE INFORMATION TECHNOLOGY/COMMUNICATIONS (IT/COMMS) SERVICES  
PROVIDE INTEGRATED TECHNOLOGY SUPPORT  
PROVIDE SYSTEM ADMINISTRATION SUPPORT FOR THE CYBER IMMERSION LAB (CIL)  
PROVIDE SYSTEM ADMINISTRATION SUPPORT FOR IT SERVICES  
PROVIDE SYSTEM ADMINISTRATION HARDWARE/SOFTWARE SUPPORT FOR IT SERVICES  
Provide System Administration Support for Training and Exercise  
PROVIDE ASSET MANAGEMENT AND PURCHASING SUPPORT  
PROVIDE CONFIGURATION MANAGEMENT SUPPORT  
PROVIDE WEB DEVELOPMENT SUPPORT  
PROVIDE C4 WEB DEVELOPMENT  
Provide C2 System Development  
PROVIDE IT SERVICE DESK SUPPORT  
PROVIDE SYSTEM ENGINEERING SUPPORT

PROVIDE ENTERPRISE ARCHITECTURE SUPPORT

IT Roadmap and Target State Support

Solution Architecture

PROVIDE REQUIREMENTS ANALYSIS

PROVIDE CYBERSECURITY SUPPORT

PROVIDE STRATEGY, POLICY, AND DOCTRINE DEVELOPMENT SUPPORT

PROVIDE ENGAGEMENT ACTIVITY SUPPORT

PROVIDE DoD CIO ENGAGEMENT AND SYNCHRONIZATION SUPPORT

PROVIDE BUSINESS AREA SERVICES SUPPORT

PROVIDE PROGRAM MANAGEMENT OFFICE SUPPORT

PROVIDE KNOWLEDGE MANAGEMENT SUPPORT

PROVIDE PROJECT MANAGEMENT AND ANALYSIS SUPPORT

PROVIDE GRAPHIC ARTIST SERVICES

PROVIDE ADDITIONAL AS-NEEDED SUPPORT (OPTIONAL)

**ATTACHMENT P**

**PROBLEM NOTIFICATION REPORT**

TASK ORDER NUMBER: AF00793-15032AFM DATE: \_\_\_\_\_

1. Nature and sources of problem:
2. COTR was verbally notified on: (date) \_\_\_\_\_
3. Is action required by the Government? Yes \_\_\_\_\_ No \_\_\_\_\_
4. If YES, describe Government action required and date required:
5. Will problem impact delivery schedule? Yes \_\_\_\_\_ No \_\_\_\_\_
6. If YES, identify what deliverables will be affected and extent of delay:
7. Can required delivery be brought back on schedule? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Describe corrective action needed to resolve problems:
9. When will corrective action be completed?
10. Are increased costs anticipated? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Identify amount of increased costs anticipated, their nature, and define Government responsibility for problems and costs:

## ATTACHMENT X

### Questions and Answers Template

Company Name:

Solicitation Number: **GSQ0016AJ0060**

Note to Offerors: Please provide the specific paragraph reference using the Section/Sub-Section numbers in the solicitation.

[illegible]



[illegible]

ATTACHMENT **X**  
ORGANIZATIONAL CONFLICT OF INTEREST (OCI) STATEMENT

*Add the actual Section H reference and the TOR number to the samples.*

*Add any projects specific to the requirements that may be an OCI, such as legacy contracts.*

The offeror and each subcontractor, consultant, and/or teaming partner shall complete and sign an Organizational Conflict of Interest (OCI) Statement. All information pertaining to OCI is outlined in Section H.X.X.

The contractor shall represent either that:

1. It is not aware of any facts that create any actual or potential OCI relating to the award of this contract, or
2. It has included information in its proposal, providing all current information bearing on the existence of any actual or potential OCI.

If a contractor with an actual or potential OCI believes the conflict can be avoided, neutralized, or mitigated, the contractor shall submit a mitigation plan to the Government for review.

Definition: FAR 2.101 “Organizational conflict of interest” means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person’s objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

ATTACHMENT **X**  
ORGANIZATIONAL CONFLICT OF INTEREST (OCI) STATEMENT

**SAMPLE 1 – OFFEROR OCI STATEMENT**

The following is an example of the OCI statement that each offeror shall complete and sign. All information pertaining to OCI is outlined in Section H.**X.X**.

**Offeror Name** is responding to Task Order Request (TOR) **Task Order number (e.g., GSQ0016ABC123)** for services supporting the **Client Agency's Task Order requirement**. In accordance with solicitation Section H.**X.X**, **Offeror Name** has reviewed the requirements of the TOR and the Federal Acquisition Regulation (FAR) Subpart 9.5.

**Offeror Name** is not aware of any facts which create any actual or potential OCI relating to the award of this contract. **Offeror Name** agrees to immediately disclose all information concerning any actual or potential OCI during the performance of the Task Order.

**Offeror Name**

\_\_\_\_\_  
**Name\***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\*Person must have the authority to bind the company.

ATTACHMENT X  
ORGANIZATIONAL CONFLICT OF INTEREST (OCI) STATEMENT

**SAMPLE 2 – SUBCONTRACTOR, CONSULTANT, TEAMING PARTNER OCI  
STATEMENT**

The following is an example of the OCI statement that each subcontractor, consultant, and teaming partner shall complete and sign. All information pertaining to OCI is outlined in Section H.X.X.

Company Name is participating as a subcontractor to Offeror Name in response to Task Order Request (TOR) Task Order number (e.g., GSQ0016ABC123) for services supporting the Client Agency's Task Order requirement. In accordance with solicitation Section H.X.X, Company Name has reviewed the requirements of the TOR and the Federal Acquisition Regulation (FAR) Subpart 9.5.

Company Name is not aware of any facts which create any actual or potential OCI relating to the award of this contract. Company Name agrees to immediately disclose all information concerning any actual or potential OCI during the performance of the Task Order.

Subcontractor, Consultant, Teaming Partner

\_\_\_\_\_  
Name\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\*Person must have the authority to bind the company.

# **TASK ORDER (TO)**

**GSQ0016AJ0060**

**Issued Under:**

**IDIQ Contract# GS000Q16AJD0003**

## ***Command, Control, Communications, Computers (C4), and Capabilities Development Support Services***

**in support of:**

### ***United States Cyber Command (USCYBERCOM)***



**Issued to:**

**Parsons Government Services  
100 West Walnut Street  
Pasadena, CA, 91124**

**Conducted under FAR 16.505**

**Issued by:**

**The Federal Systems Integration and Management Center (FEDSIM)  
1800 F Street, NW  
Suite 3100 (QF0B)  
Washington, D.C. 20405  
*September 30, 2016***

**FEDSIM Project Number AF00793**

## SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

### **B.1 GENERAL**

The work shall be performed in accordance with all Sections of this Task Order (TO) and the contractor's Basic United States Cyber Command (USCYBERCOM) Support Indefinite Delivery Indefinite Quantity (IDIQ) Contract, under which the resulting TO will be placed.

### **B.2 ORDER TYPES**

The contractor shall perform the effort required by this TO on a Cost-Plus-Fixed-Fee (CPFF) basis for Contract Line Item Numbers (CLINs) 0001, 1001, 2001, 3001, 4001, 0002, 1002, 2002, 3002, and 4002, and Not-to-Exceed (NTE) basis for CLINs 0003, 0004, 0005, 1003, 1004, 1005, 2003, 2004, 2005, 3003, 3004, 3005, 4003, 4004, and 4005. The work shall be performed in accordance with all Sections of this TO and the offeror's Basic Contract, under which the resulting TO will be placed.

### **B.3 SERVICES AND PRICES/COSTS**

All CPFF CLINs are TERM and CPFF CLIN work will end based on the period of performance (PoP).

Long-distance travel is defined as travel over 50 miles from the primary place of performance. Local travel will not be reimbursed.

The following abbreviations are used in this price schedule:

CLIN	Contract Line Item Number
CPFF	Cost-Plus-Fixed-Fee
NTE	Not-to-Exceed
ODC	Other Direct Cost

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.3.1 BASE PERIOD:**

**MANDATORY CPFF LABOR**

CLIN	Description	Level of Effort/ # of Hours	Cost	Fixed Fee	Total Cost Plus Fixed Fee
0001	Labor (Tasks 1-9)	(b) (4)			\$11,252,648.00

**OPTIONAL LABOR CLIN (CPFF)**

CLIN	Description	Level of Effort/ # of Hours	Cost	Fixed Fee	Total Cost Plus Fixed Fee
0002	Labor (Task 10)	(b) (4)			\$1,343,481.00

**COST REIMBURSEMENT TRAVEL, TOOLS and ODC CLINs**

CLIN	Description		Total NTE Price
0003	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	\$ 100,000
0004	Tools Including Indirect Handling Rate (b) (4)	NTE	\$ 100,000
0005	ODCs Including Indirect Handling Rate (b) (4)	NTE	\$ 50,000

**TOTAL BASE PERIOD CLINs:**

**\$12,846,129.00**

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.3.2 FIRST OPTION PERIOD:**

**MANDATORY CPFF LABOR CLIN**

CLIN	Description	Level of Effort/ # of Hours	Cost	Fixed Fee	Total Cost Plus Fixed Fee
1001	Labor (Tasks 1-9)	(b) (4)			\$11,365,208.00

**OPTIONAL LABOR CLIN (CPFF)**

CLIN	Description	Level of Effort/ # of Hours	Cost	Fixed Fee	Total Cost Plus Fixed Fee
1002	Labor (Task 10)	(b) (4)			\$2,207,975.00

**COST REIMBURSEMENT TRAVEL, TOOLS and ODC CLINs**

CLIN	Description		Total NTE Price
1003	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	\$ 100,000
1004	Tools Including Indirect Handling Rate (b) (4)	NTE	\$ 100,000
1005	ODCs Including Indirect Handling Rate (b) (4)	NTE	\$ 50,000

**TOTAL FIRST OPTION PERIOD CLINs:**

**\$13,823,183.00**



SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.3.3 SECOND OPTION PERIOD:**

**MANDATORY CPFF LABOR CLIN**

CLIN	Description	Level of Effort/ # of Hours	Cost	Fixed Fee	Total Cost Plus Fixed Fee
2001	Labor (Tasks 1-9)	(b) (4)			\$11,478,888.00

**OPTIONAL LABOR CLIN (CPFF)**

CLIN	Description	Level of Effort/ # of Hours	Cost	Fixed Fee	Total Cost Plus Fixed Fee
2002	Labor (Task 10)	(b) (4)			

**COST REIMBURSEMENT TRAVEL, TOOLS and ODC CLINs**

CLIN	Description		Total NTE Price
2003	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
2004	Tools Including Indirect Handling Rate (b) (4)	NTE	
2005	ODCs Including Indirect Handling Rate (b) (4)	NTE	

**TOTAL SECOND OPTION PERIOD CLINs:**

**\$14,352,984.00**

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.3.4 THIRD OPTION PERIOD:**

**MANDATORY CPFF LABOR CLIN**

CLIN	Description	Level of Effort/ # of Hours	Cost	Fixed Fee	Total Cost Plus Fixed Fee
3001	Labor (Tasks 1-9)	(b) (4)			

**OPTIONAL LABOR CLIN (CPFF)**

CLIN	Description	Level of Effort/ # of Hours	Cost	Fixed Fee	Total Cost Plus Fixed Fee
3002	Labor (Task 10)	(b) (4)			

**COST REIMBURSEMENT TRAVEL, TOOLS and ODC CLINs**

CLIN	Description		Total NTE Price
3003	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
3004	Tools Including Indirect Handling Rate (b) (4)	NTE	
3005	ODCs Including Indirect Handling Rate (b) (4)	NTE	

**TOTAL THIRD OPTION PERIOD CLINs:**

**\$15,585,350.00**

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.3.5 FOURTH OPTION PERIOD:**

**MANDATORY CPFF LABOR CLIN**

CLIN	Description	Level of Effort/ # of Hours	Cost	Fixed Fee	Total Cost Plus Fixed Fee
4001	Labor (Tasks 1-9)	(b) (4)			

**OPTIONAL LABOR CLIN (CPFF)**

CLIN	Description	Level of Effort/ # of Hours	Cost	Fixed Fee	Total Cost Plus Fixed Fee
4002	Labor (Task 10)	(b) (4)			

**COST REIMBURSEMENT TRAVEL, TOOLS and ODC CLINs**

CLIN	Description		Total NTE Price
4003	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
4004	Tools Including Indirect Handling Rate (b) (4)	NTE	
4005	ODCs Including Indirect Handling Rate (b) (4)	NTE	

**TOTAL FOURTH OPTION PERIOD CLINs:** **\$15,803,872.00**

**GRAND TOTAL ALL CLINs:** **\$72,411,518.00**

**B.4 section b tables**

**B.4.1 INDIRECT/MATERIAL HANDLING RATE**

Long-Distance Travel, Tools, and ODC costs incurred may be burdened with the contractor's indirect/material handling rate in accordance with the contractor's disclosed accounting practices.

- a. If no indirect/material handling rate is allowable in accordance with the contractor's disclosed practices, no indirect/material handling rate shall be applied to or reimbursed on these costs.
- b. If no rate is specified in the basic contract, no indirect rate shall be applied to or reimbursed on these costs.
- c. If no rate is specified in the schedule of prices above, no indirect rate shall be applied to or reimbursed on these costs.

The indirect handling rate over the term of the TO shall not exceed the rate specified in the schedule of prices above.

**B.4.2 DIRECT LABOR RATES**

Labor categories proposed for the prime and all subcontractors shall be mapped to existing USCYBERCOM Support IDIQ labor categories.

**B.4.3 INCREMENTAL FUNDING LIMITATION OF GOVERNMENT'S OBLIGATION**

Incremental funding in the amount of **\$3,255,000.00** for CLINs 0001, 0003, 0004, and 0005 is currently allotted and available for payment by the Government. Additional incremental funding for these CLINs will be allotted and available for payment by the Government as the funds become available. The estimated PoP covered by the allotments for the mandatory CLINs is from award through 12 months of the base period, unless otherwise noted in Section B.3. The TO will be modified to add funds incrementally up to the maximum of \$72,411,518 over the PoP of this TO. These allotments constitute the estimated cost for the purpose of Federal Acquisition Regulation (FAR) Clause 52.232-22, Limitation of Funds, which applies to this TO on a CLIN-by-CLIN basis.

When the work required under any CLIN is completed, and that work is within the total estimated cost shown above, the contractor shall be entitled to payment of fixed fee for that CLIN. The contractor may present, with its monthly vouchers for costs, a fee voucher in an amount bearing the same percentage of fixed fee as the certification of incurred costs bears to the total estimated cost for each CLIN. However, after payment of 85 percent of the fixed fee for the total TO, the Contracting Officer (CO) may withhold further payment of fixed fee until a reserve has been set aside in an amount which the CO considers necessary to protect the interest of the Government. This reserve shall not exceed 15 percent of the total fixed fee or \$100,000, whichever is less.

**Incremental Funding Chart for CPFF**

See **Section J, Attachment A** - Incremental Funding Chart (Excel Spreadsheet).

## **C.1 BACKGROUND**

On June 23, 2009, the Secretary of Defense directed the Commander of United States Strategic Command (USSTRATCOM) to establish a sub-unified command, United States Cyber Command (USCYBERCOM), whose mission is to plan, coordinate, integrate, synchronize, and conduct activities to direct the operations and defense of the Department of Defense Information Network (DODIN) and conduct full-spectrum military cyberspace operations.

Since its inception, USCYBERCOM's mission has been rapidly evolving to effectively operate and defend the DODIN and to integrate and coordinate Department of Defense (DoD) Offensive Cyber Operations (OCO) and Defensive Cyber Operations (DCO). An Acronym List for this TO is provided in Section J, Attachment L.

### **C.1.1 PURPOSE**

USCYBERCOM is charged with collaborating with existing cyberspace resources, creating synergy that does not currently exist, and synchronizing war-fighting effects to defend the information security environment.

USCYBERCOM centralizes command of cyberspace operations, strengthens DoD cyberspace capabilities, and integrates and bolsters DoD's cyber expertise. Consequently, USCYBERCOM improves DoD's capabilities to ensure resilient, reliable information and communication networks, counter cyberspace threats, and ensure access to cyberspace. USCYBERCOM focuses on building capabilities for defending the DODIN, providing support to Combatant Commanders, and strengthening the nation's ability to withstand and respond to cyber attacks.

Work under this TO addresses requirements for USCYBERCOM Directorates J6 Directorate of Command, Control, Communications, Computers (C4)/Cyber and J9 Directorate of Advanced Concepts and Technology, and the Directorate missions subsumed by the USCYBERCOM Capability Development Group (CDG). These Directorates are described further in the following Section. The CDG Implementation Plan is provided in Section J, Attachment Z.

### **C.1.2 AGENCY MISSION**

On February 16, 2016, USCYBERCOM established and directed the CDG to coordinate, integrate, and prioritize cyberspace capability development efforts to rapidly deliver joint operational projects through integrated project delivery. The CDG translates operational needs to capability requirements, identifies gaps between them, and develops the activities and plans to address capability gaps; coordinates, prioritizes, and enables capability development across the USCYBERCOM Directorates and supporting organizations; rapidly procures and/or delivers joint products with associated sustainment plans to meet the current and future mission needs; and operates and maintains USCYBERCOM's technical baseline of mission-ready capabilities.

The J6 Directorate, which reports to the CDG Director, delivers C4 Systems and Information Technology (C4IT) capabilities for USCYBERCOM in support of full-spectrum military Cyberspace Operations. The J6 Directorate, hereinafter referred to as the CDG/J6 shapes the cyberspace domain in support of USCYBERCOM's vision through enhanced command and control, C4 strategy and guidance, enterprise architecture, and risk management strategies. The

## SECTION C – PERFORMANCE WORK STATEMENT

CDG/J6 provides cybersecurity of information systems and networks throughout USCYBERCOM, as well as Web Services and Architecture and Engineering, including emerging IT assessment and integration.

The USCYBERCOM J9 Directorate of Advanced Concepts and Technology, which has been subsumed by the CDG, oversees development of advanced Tactics, Techniques, and Procedures (TTPs) to employ capabilities effectively. The J9 Directorate, hereinafter referred to as the CDG, performs continuous identification of requirements for capabilities required to solve operational problems and develops feasible solutions through the unique composition of existing technology, new capability development, and/or research. New capabilities to the system or network are tested in the Cyber Immersion Lab (CIL). The CDG provides strategic vision and direction to advance capability development through the Services and USCYBERCOM agency partners, and assists in aligning cyberspace research through the Services, DoD research organizations, United States (U.S.) Government agencies and research labs, academia, industry, and key partners. The CDG provides a small capacity for rapid development and conducting test and evaluation of cyberspace capabilities. The CDG is responsible for providing technical expertise and systematic processes to assess proposed capability development projects and to oversee testing and evaluation of cyberspace capabilities.

### **C.2 SCOPE**

The scope of work under Task Order 3 (TO3) will provide USCYBERCOM with research development, test, and evaluation (RDT&E), engineering, information technology (IT), and professional services that will meet dynamic C4 and capability development requirements. All tasks within TO3 are within scope of the core disciplines identified in the USCYBERCOM Support IDIQ and specifically align with USCYBERCOM CDG/J6 mission requirements.. This realignment of work will allow USCYBERCOM Directorates to operate more efficiently, reduce redundancy, and better meet dynamic cyber mission requirements.

The primary place of performance is on the client site, located in Fort George G. Meade, MD, and it is anticipated that long-distance travel in the Continental United States (CONUS) will be required to perform some tasks under the Performance Work Statement (PWS).

### **C.3 OBJECTIVE**

The objective of TO3 is to provide USCYBERCOM with RDT&E, IT, and professional services that will improve customer service, increase efficiency by providing C4 and capability development services through collaboration with Government and the public sector, and assist in developing and strengthening the USCYBERCOM infrastructures.

Specifically, this includes the following:

- a. Development and delivery of TTPs.
- b. Evaluation and Assessment of C4 IT architectures, networks, and systems.
- c. Development and maintenance of operational architectures and integration of capabilities.



## SECTION C – PERFORMANCE WORK STATEMENT

- d. Establish and maintain technical standards consistent with DoD standards to align and integrate USCYBERCOM and Cyber Mission Force (CMF) capabilities.
- e. Perform Test and Evaluation (T&E) standards development and oversight of DoD cyber testing organizations.
- f. Develop SharePoint and web services to support USCYBERCOM staff functions, requirements management, cyberspace operations, and coordination and knowledge sharing among organizations.
- g. Build, integrate, operate, and maintain environments in support of training and exercise events and disassemble the environments after the event.
- h. Build, integrate, operate, and maintain cyber development and experimentation environments, and conduct cyber experimentation for advance capability concepts.

### **C.4 TASKS**

#### **C.4.1 TASK 1 - PROVIDE TASK ORDER PROJECT MANAGEMENT**

The contractor shall provide TO project management support. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this PWS. The TO project management support also includes identifying and coordinating cross-Directorate projects to ensure consistency of progress towards accomplishing the project goals. The contractor shall identify a TO Project Manager (PM) by name who shall provide management, direction, administration, quality assurance, and leadership of the execution of this TO.

The contractor shall facilitate Government and contractor communications and all activities necessary to ensure the accomplishment of timely and effective support, performed in accordance with the requirements contained in this TO.

The contractor shall notify the Federal Systems Integration and Management Center (FEDSIM) CO, Contracting Officer's Representative (COR), and USCYBERCOM Technical Points of Contacts (TPOCs) in writing of any technical, financial, personnel, or general managerial problems encountered throughout the TO's PoP.

##### **C.4.1.1 SUBTASK 1 – COORDINATE A PROJECT KICK-OFF MEETING**

The contractor shall schedule, coordinate, and host a Project Kick-Off Meeting (**Section F.3, Deliverable 01**) at the location approved by the Government. The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. A Travel Authorization Template (Section J, Attachment K) shall be used for all contractor long distance travel. At a minimum, the attendees shall include Key contractor Personnel, representatives from the Directorates, the FEDSIM CO and COR, the USCYBERCOM TPOCs, and other relevant Government personnel. The contractor shall provide a Kick-Off Agenda and Kick-Off Meeting Presentation (**Section F.3, Deliverables 02 and 03**) that shall provide, at a minimum, the following type of information:

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## SECTION C – PERFORMANCE WORK STATEMENT

- a. Introduction of team members and personnel
  - 1. Roles and responsibilities, including staffing plan and project organization
  - 2. Overview of the contractor organization to support varying locations of work
- b. Communication Plan/lines of communication overview (between the contractor and Government)
- c. Approach to reaching proposed staffing levels to allow for operational support for time constraint occurrences identified in Section C.4.1.9, Transition-In Plan
- d. TO Management
  - 1. Overview/outline of the Project Management Plan (PMP)
  - 2. Overview of project tasks and performance metrics
  - 3. Overview of the contractor's Quality Management Plan (QMP)
  - 4. TO logistics
- e. TO Administration
  - 1. Review of GFI and Government-Furnished Property (GFP) processes
  - 2. Invoice review and submission procedures
  - 3. Travel notification and processes
  - 4. Security requirements/issues/facility/network access procedures
  - 5. Sensitivity and protection of information
  - 6. Reporting requirements, e.g., Monthly Status Report (MSR)
- f. Additional administrative items (leave/back-up support)

The contractor shall draft and provide a Kick-Off Meeting Report (**Section F.3, Deliverable 04**) in accordance with Section C.4.1.7, Prepare Meeting Reports, documenting the Kick-Off Meeting Discussion and capturing any action items (**Section F.3, Deliverable 11 and 18**).

### **C.4.1.2 SUBTASK 2 – PREPARE A MONTHLY STATUS REPORT (MSR)**

The contractor shall develop and provide an MSR (**Section F.3, Deliverable 05**). The MSR shall include the following:

- a. Activities during reporting period, by task (include on-going activities, new activities, activities completed, and progress to date on all above mentioned activities). Start each section with a brief description of the task.
- b. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- c. Personnel gains, losses, and status (leave, security clearance, etc.).
- d. Government actions required.

## SECTION C – PERFORMANCE WORK STATEMENT

- e. Schedule (shows major tasks, milestones, and deliverables; planned and actual start and completion dates for each)
- f. Accumulated invoiced cost for each CLIN up to the previous month.
- g. Actual and projected cost and hours by labor category of each CLIN for the current period of performance.
- h. Any comparison data / monthly performance reports.

The MSR shall be prepared in accordance with the sample provided (**Section J, Attachment C**).

### **C.4.1.3 SUBTASK 3 – CONVENE TECHNICAL STATUS MEETINGS**

The contractor PM shall convene a monthly Technical Status Meeting (**Section F.3, Deliverable 06**) with the TPOCs, FEDSIM COR, and other Government stakeholders. The purpose of this meeting is to ensure all stakeholders are informed of the monthly activities and the MSR, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities. The contractor PM shall provide Technical Status Meeting Minutes of these meetings, including attendance, issues discussed, decisions made, and action items assigned, to the FEDSIM COR within five days following the meeting (**Section F.3, Deliverable 11**).

### **C.4.1.4 SUBTASK 4 – PREPARE A PROJECT MANAGEMENT PLAN (PMP)**

The contractor shall document all support requirements in a PMP (**Section F.3, Deliverables 07 and 08**).

At a minimum, the PMP shall contain the following:

- a. An overview of the project organization with roles and responsibilities.
- b. An overview of the contractor organizational structure with roles and responsibilities.
- c. A staffing plan to include a matrix of all personnel assigned to the program and total aggregate Level of Effort (LOE) for all tasks.
- d. Updated Standard Operating Procedures (SOPs) for all tasks.
- e. Milestones, tasks, and subtasks required in this TO.
- f. An overall Work Breakdown Structure (WBS) and associated responsibilities and partnerships between Government organizations.

### **C.4.1.5 SUBTASK 5 - UPDATE THE PROJECT MANAGEMENT PLAN**

The PMP is an evolutionary document that shall be updated annually at a minimum (**Section F.3, Deliverable 09**). The contractor shall work from the latest Government-approved version of the PMP. The contractor shall keep the PMP electronically accessible to the Government at all times.

#### **C.4.1.6 SUBTASK 6 - PREPARE TRIP REPORTS**

The contractor shall submit a Trip Report(s) (**Section F.3, Deliverable 10**), as requested by the TPOCs and/or FEDSIM COR. The contractor shall submit Trip Reports no later than (NLT) five days after completion of a trip for all long-distance travel. The Trip Report shall include the following information:

- a. Personnel traveled
- b. Dates of travel
- c. Destination(s)
- d. Purpose of trip
- e. Summarized cost of the trip
- f. Approval authority
- g. Summary of action items and deliverables

The contractor shall keep a historical summary/spreadsheet of all long-distance travel, to include, at a minimum, the name of the employee, location of travel, duration of trip, and actual cost.

#### **C.4.1.7 SUBTASK 7 – PREPARE MEETING REPORTS**

The contractor shall prepare and submit Meeting Reports (**Section F.3, Deliverable 11**) as requested by the TPOCs and/or FEDSIM COR, to document results of meetings. Historically, there have been 15-20 personnel who attend technical interchange meetings. The Meeting Report shall include the following information:

- a. Meeting attendees and their contact information – at a minimum, identify organizations represented
- b. Meeting dates
- c. Meeting location
- d. Meeting agenda
- e. Purpose of meeting
- f. Summary of events (issues discussed, decisions made, and action items assigned)

#### **C.4.1.8 SUBTASK 8 – QUALITY MANAGEMENT PLAN (QMP)**

The contractor shall prepare a QMP (**Section F.3, Deliverables 12 and 13**) as part of the PMP. The QMP shall identify the contractor's approach to ensure quality control in meeting the requirements for each task identified in the TO (i.e., not a generic corporate quality control process). The contractor shall describe its quality assurance and quality control methodology for determining and meeting performance measures identified.

The QMP shall contain at a minimum the following:

- a. Performance measure and monitoring methods.
- b. Approach to ensure that cost, performance, and schedule comply with task planning.

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## SECTION C – PERFORMANCE WORK STATEMENT

- c. Methodology for continuous improvement of processes and procedures.
- d. Government and contractor roles and responsibilities.

The contractor shall periodically update the QMP (**Section F, Deliverable 14**), at a minimum annually and as changes in program processes are identified. The Government's Quality Assurance Surveillance Plan (QASP) is located in Section J, Attachment S.

### **C.4.1.9 SUBTASK 9 – IMPLEMENT TRANSITION-IN**

The contractor shall complete all transition-in activities NLT 90 **calendar** days after TO award date. The contractor shall update the proposed Draft Transition-In Plan submitted with the contractor's proposal, as appropriate, and provide a Final Transition-In Plan (**Section F.3, Deliverable 15**) within five days after the Project Kick-Off Meeting. The contractor shall ensure that there will be minimum service disruption to vital Government business and no service degradation during and after transition.

For the purposes of this TO, staffing is defined as the submission of current, accurate, and complete Security In-Process (SIP) (**Section J, Attachment U**) forms on individuals with an active Top Secret (TS) Clearance with Sensitive Compartmented Information (SCI) eligibility (within scope – five years) and a current adjudicated Counter-Intelligence (CI) polygraph (within scope – seven years at the discretion of the Government) to the USCYBERCOM Staff Security Office (SSO). If inaccuracies are identified, the forms will be rejected by the USCYBERCOM SSO and resubmission may be required. The Government will not be held responsible for inaccurate or inconsistent SIP forms that delay staffing. For tracking purposes, the FEDSIM COR shall be copied on all final or updated SIP form submissions to the USCYBERCOM SSO.

To assist in the proper routing of SIP forms, the contractor shall provide a security status report to the TPOC and FEDSIM COR daily (Deliverable 32) until all staff have been processed during Transition-In period. The contractor shall coordinate the proper signature routing for all personnel by subtask and support activity. The J8 directorate must sign all Security process requests prior to them being routed to the support directorate. The Security Status Report at a minimum shall provide the following information.

- a. Name
- b. Task Area
- c. Subtask Area
- d. LCAT
- e. Company/Sub-contractor name
- f. Task Assignment
- g. Form 57 (current signature routing trail)
- h. USCYBERCOM and NSA Indoctrination Date
- i. Status of any current security badges
- j. Current Status issues or setbacks.

## SECTION C – PERFORMANCE WORK STATEMENT

Note: All personnel must follow the USCYBERCOM security requirement indoctrination in order to perform work under this TO, this includes any federal agency contractors (ie; NSA).

The Transition-In Plan shall describe a solution for attaining the following minimum staffing levels:

- a. All TO Positions: All TO requirements require a minimum of 50 percent staffing at Project Kick-Off Meeting and 100 percent staffing within 90 calendar days. The apportionment of the appropriate staff, until reaching full staffing level at 100 percent, shall be coordinated with, and approved by, the FEDSIM COR.
- b. During the 90-calendar-day transition-in period, the contractor shall prepare to meet all TO requirements and ensure all incoming personnel are trained and qualified to perform.
- c. During the 90–calendar-day transition-in period, the contractor’s personnel shall interface with Government personnel and other contractor personnel for purposes of transferring knowledge, lessons learned, and continuity of information and documents for the commencement of performance.
- d. The contractor shall provide additional augmented support in response to identified crisis action matters with the urgency the matter entails. Additional augmented support shall be staffed and worked within USCYBERCOM spaces, following the first notification informing the contractor of a request for surge support.
- e. The J8 directorate must sign all DD 254 Security process requests prior to being routed to the support directorate TPOC for Form 57 signature.

All GFP will be accessible to contractor personnel during the transition-in period. The contractor shall implement its Transition-In Plan when the Government accepts the Transition-In Plan as final (**Section F.3, Deliverable 15**).

### **C.4.1.10 SUBTASK 10 – TRANSITION-OUT**

The contractor shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor/Government personnel at the expiration of the TO. The contractor shall provide a Transition-Out Plan (**Section F.3, Deliverable 16**) NLT 90 calendar days prior to expiration of the TO. The contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- a. Project management processes
- b. Points of contact
- c. Location of technical and project management documentation
- d. Status of ongoing technical initiatives
- e. Appropriate contractor to contractor/Government coordination to ensure a low risk transition
- f. Transition of Key Personnel
- g. Schedules and milestones



- h. Actions required of the Government
- i. IT Enterprise Service Desk data, including metrics and statistics
- j. Physical transfer of any GFP

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings or as often as necessary to ensure a seamless transition out.

The contractor shall implement its Transition-Out Plan in accordance with the Government-approved Transition-Out Plan. All facilities, equipment, and material utilized by the contractor personnel during performance of the TO shall remain accessible to the contractor personnel during the transition-out period pursuant to the applicable security in-processing and out-processing guidelines.

#### **C.4.2 TASK 2 – PROVIDE CAPABILITY MANAGEMENT, DEVELOPMENT, AND CYBERSPACE OPERATIONS SUPPORT**

The contractor shall provide capability management, development, and support to USCYBERCOM for the advancement of cyberspace operations concepts and technologies, including TTPs. The following subtasks provide additional information about this task.

##### **C.4.2.1 SUBTASK 1 - PROVIDE SCIENCE & TECHNOLOGY/RESEARCH & DEVELOPMENT SUPPORT**

USCYBERCOM drives and aligns cyber Science and Technology/Research and Development (S&T/R&D) through the Services, DoD Research organizations, U.S. Government agencies and national research labs, academia, industry, and key partners. USCYBERCOM participates in, and coordinates and collaborates with the DoD cyber S&T community councils, working groups, and boards. Cyber S&T/R&D efforts include activities to advance processes, enhance partnerships and align funding, enhance systems and capabilities, real-time cyber situational awareness, predictors, and enhanced agility and resiliency. USCYBERCOM capability development and management activities further cyberspace national security and intelligence efforts.

The contractor shall provide the following S&T/R&D support:

- a. Contribute to the development and execution of plans and strategies for S&T projects and capability development efforts.
- b. Develop capability development plans (**Section F.3 Deliverable 23**) for USCYBERCOM capability development efforts that include a development approach, schedule, and transition activities to laboratory and operational environments.
- c. Research and identify capability solutions that have the potential of advancing cyberspace operations concepts and technologies and develop an Analysis and Recommendation Report on a quarterly basis, at a minimum (**Section F.3 Deliverable 20**).
- d. Evaluate strategies for the engineering and development of DoD cyber portfolio capabilities in order to identify and create efficiencies by deconflicting and minimizing

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duplicative development and investments, and for the integration of capabilities into the DoD architectures and cyber operational plans, and provide an Analysis and Recommendation Report (**Section F.3 Deliverable 20**).

- e. Analyze and provide input for activities that fulfill USCYBERCOM capability requirements through participation in cyberspace-related developmental activities across the Service Cyber Components and USCYBERCOM R&D portfolio.
- f. Collaborate and confer with Cyberspace Operations capability developers and providers to understand technologies and provide systems engineering-based recommendations.
- g. Evaluate strategies to synchronize Service Cyber Component research and development in support of USCYBERCOM's prioritized operational requirements based on the current Operational Directives (OPDIR).

Participate in monthly and quarterly, In-Process (Design) Reviews (IPRs), and activities for the development and evaluation of cyberspace prototype solutions. Anticipate participation should be no less than 24 activities per year.

### **C.4.2.2 SUBTASK 2 – PROVIDE CYBER CAPABILITY ANALYSIS SUPPORT**

Cyber capability analysis activity develops and coordinates research and technical requirements for developing and enhancing cyberspace capabilities based on operational needs throughout the entire lifecycle. This process requires coordination of a time-phased implementation of capabilities aligned with USCYBERCOM and CMF strategic orders and directives. Cyber capability analysis identifies, prioritizes, and develops capability requirements.

The contractor shall provide the following cyber capability analysis support:

- a. Conduct broad-based technical analysis and make recommendations as to which advanced concepts and technologies could feasibly advance USCYBERCOM's cyber capabilities and provide an Analysis and Recommendation Report (**Section F.3 Deliverable 20**).
- b. Facilitate, coordinate, and assist in the development, review, and edit of briefings and technical content for DoD-level cyber organizations, workings groups, and boards.
- c. Collaborate with internal USCYBERCOM and external organizations to identify capability gaps that prevent mission accomplishment.
- d. Recommend possible methodologies to accelerate research to support current operation and planning efforts and identify links between existing IT assets and IT capabilities that can be combined to deliver cyber modules and cyber systems.
- e. Coordinate with DoD agencies on the development, evaluation, configuration, and alignment of cyberspace operations tools that are critical to maintaining and improving the CMF cyber posture. Automated tool development and testing is used to ingest other tools and identify their core components, thereby facilitating assembly with other tool component in order to produce specialized mission-support tools.

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- f. Develop processes and models that are able to capture and (1) best anticipate operational challenges facing USCYBERCOM, and (2) formulate insight into which aspects of operations are not adequately supported by existing cyber capabilities.
- g. Coordinate with exercise planners to integrate new capabilities in exercise programs, which are designed to test, evaluate, and validate whether projected operational capabilities can be realized in near real-world conditions.
- h. Capture, analyze, and document the status, progress, and upcoming activities of assigned cyber capability development projects and provide a status update at least once a month.
- i. Develop briefing presentations and white papers capturing capability development successes for the purpose of fostering continuing support of these investments (some of which may be short-term, others may require months or years of effort to yield usable capabilities) and to alert cyberspace practitioners of progress in addressing their operational requirements and challenges (**Section F.3, Deliverable 17 and 19**).
- j. Develop organizational workflow for identifying a chain of customers and highlight gaps and requirements.
- k. Develop White Papers with technical ideas to advance cyber capability and Technical Assurance (TA) testing measures and capabilities to create focus, direction, and enhanced coordination, collaboration, and communication across the Enterprise (**Section F.3 Deliverable 19**).
- l. Coordinate with external entities [e.g., other DoD organizations, academia, national labs, and Defense Advanced Research Projects Agency (DARPA)] for research and development of emerging technologies, and leverage solutions and current research to support gaps in current or future missions.

### **C.4.2.3 SUBTASK 3 – PROVIDE SOFTWARE DATA AND ANALYSIS SUPPORT**

Software data and analysis is defined as the process of inspecting, cleaning, transforming, and modeling data with the goal of highlighting useful information, suggesting conclusions, and supporting decision making. The scope, as it relates to the DoD RDT&E communities' needs, covers the entire field of software technologies and engineering, including information, documentation, databases, model and architecture repositories, analysis, training, testing, data synthesis, hardware, software, standards, economic consideration of selecting techniques and processes, and interoperability. The contractor shall develop software planning documentation, software requirements and design documentation, software support documentation, software test description documentation, and conduct software validation and verification and software engineering anomaly resolution. The contractor shall possess technical knowledge and familiarity to work with the installation, demonstration, test, validation, and evaluation of new and existing software, tools, methods, and software measurement technologies. The contractor shall perform software data and analysis support tasks in accordance with applicable DoD guidance (e.g., DoD Directive (DoDD) 5000.1 and DoD Instruction (DoDI) 5000.2) and industry standards (e.g., Institute of Electrical and Electronics Engineers (IEEE)/Electronic Industries Alliance (EIA) 12207.0, 12207.1, 12207.2, and International Organization for Standardization (ISO) 9000-3).

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The contractor shall provide the following software data and analysis support:

- a. Conceive, propose, design, and build software projects in support of R&D initiatives to develop cyber tools and techniques to mitigate identified vulnerabilities.
- b. Evaluate the quality of proposed and existing software systems and solutions that support various cyber software activities and are planned to be integrated into various networks and architectures and provide an evaluation report (**Section F.3, Deliverable 29**).
- c. Perform needs and risk analysis of software packages (developmental Government off-the-Shelf (GOTS) and Commercial off-the-Shelf items (COTS)) relative to mission requirements and provide an analysis and recommendation report (**Section F.3, Deliverable 20**).
- d. Conduct verification and validation of new cyber capabilities proposed by other agencies, recommend direction and oversight for the planning and execution of Modeling and Simulation (M&S), experimentation, and testing activities in accordance with DoDI 5000.61.
- e. Conduct Verification and Validation (V&V) of solution sets and protocols and develop a V&V Report (**Section F.3, Deliverable 30**).
- f. Design and construct synthetic network environments for technical evaluation of Cyberspace Operations capabilities.
- g. Develop reports of M&S, experimentation, and testing activities and provide recommendations on issues relevant to USCYBERCOM leadership decision making, including decisions and rationale on whether to approve new capabilities for use across the DoD cyber community and associated appropriate parameters and guidance.
- h. Develop life-cycle models and customize software analytical tools, models, decision aids, screening methods and techniques used to evaluate and support the authenticity and continuity of DoD, national, commercial, and international information systems.
- i. Develop specialized software/firmware modules to run on embedded hardware that communicate across native communications channels and implement specialized functions on embedded systems.
- j. Disassemble and analyze software and embedded firmware.
- k. Perform computer network exploitation, including embedded Reverse Engineering (RE), Vulnerability Research (VR), and application development for software and embedded systems with a focus on Cyberspace Operations, Computer Network Attack (CNA) and Computer Network Exploitation (CNE) activities.
- l. Collaborate with Government and contractors to streamline processes and continuously improve reverse engineering skills.
- m. Collaborate with Cyber Innovation Unit staff working multifunctional programs integrating hardware and software reverse engineering tasks.
- n. Develop software tools to support reverse engineering and VR.

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- o. Coordinate and collaborate on digital forensics activities with other Government organizations.

### **C.4.2.4 SUBTASK 4 – PROVIDE CYBER EXPERIMENTATION SUPPORT**

The contractor shall provide cyber experimentation support and conduct assessments of technologies and specific solutions in support of the CMF in collaboration and coordination with USCYBERCOM Directorates and external entities, e.g., DoD organizations, National Labs.

The contractor shall provide the following cyber experimentation support:

- a. Assist in the design, execution, and analysis of cyberspace experiments to test efficiency and derivative effects of technology to include cognitive analysis and related TTPs.
- b. Provide input to the development of cyber experimentation scenarios.
- c. Integrate all models, simulations, and/or labs and ensure interoperability with the Joint Information Operations Range (JIOR) as well as other labs systems (e.g., National Cyber Range (NCR), Simulation, Training, and Exercise Platforms, or a Government-recognized equivalent system) for conducting experiments.
- d. Conduct experiments on simulations and capabilities that may change based on the experimentation scenario, offer different levels of fidelity to allow for varying degrees of realism in target simulation, and support multiple network classification levels (e.g., Secure Internet Protocol Router Network (SIPRNET), Joint Worldwide Intelligence Communications System (JWICS), National Security Agency Network (NSANet)).
- e. Develop reports from experimentation and field studies that describe the findings, assessment, impacts, scenarios, and use cases.

### **C.4.2.5 SUBTASK 5 – PROVIDE ANALYSIS, TESTING, AND EVALUATION OF CYBER-RELATED CAPABILITIES SUPPORT**

The contractor shall provide analysis, testing, and evaluation of cyber-related capabilities support. USCYBERCOM creates capabilities, applications, and prototypes to satisfy emerging, immediate, and/or quick-turn requirements in a dynamic and unpredictable cyberspace environment. Answering the urgent needs for National Cybersecurity requires in-house development, test and evaluation, and deployment activities and/or prototypes. The contractor shall perform evaluations of cyber-related capabilities in accordance with DoDI O-3600.03, “Technical Assurance Standard (TAS) for Computer Network Attack (CNA) Capabilities,” which provides detailed requirements for technical assurance evaluations.

The contractor shall provide the following analysis, testing, and evaluation of cyber-related capabilities support:

- a. Conduct test and evaluation activities of Cyberspace Operations capabilities in accordance with DoD testing and evaluation standards, and develop new processes and procedures to make existing test procedures more effective and relevant to mission requirements.
- b. Perform specialized tests to support analysis and evaluation of technologies and systems.

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- c. Develop test and evaluation plans, test procedures, and results documents (**Section F.3, Deliverables 28 and 29**). Unless otherwise stated, all T&E Procedures and Results shall be completed within 20 days of test completion.
- d. Conduct T&E planning and preparation activities.
- e. Conduct prototype assessments in field environments, operate test instrumentation, and support remote testing.
- f. Compile, and analyze documentation, data, and other products to evaluate and validate sensor system performance capabilities and effectiveness, assess risk, and determine operational feasibility and benefits of USCYBERCOM systems or technology prototypes to include recommending assessments of system performance, identifying deficiencies, and investigation of physical science phenomena.
- g. Perform tests and experimentation in support of USCYBERCOM test activities/experimentations to include test architecture development, equipment calibrations, repairs, modifications, and adjustments to support task objectives.
- h. Plan and develop test environments to be integrated into the USCYBERCOM test enterprise architecture.
- i. Assist with leading wargame efforts and coordinate with functional area Subject Matter Experts (SMEs), as needed, for facilitation, operational cyber subject matter expertise, senior policy subject matter expertise, M&S development expertise, and administrative and logistics support for the wargame seminars and capstone events.
- j. Conduct evaluations of the quality of proposed and existing software systems and solutions that support various cyber software activities to be integrated into various networks and architectures and provide an Analysis and Recommendation Report (**Section F.3, Deliverable 20**).
- k. Conduct capability vulnerability assessments and testing customized to the system function and technical requirements, and based on status within security assessment and authorization cycle and authority to operate status.
- l. Conduct research on cyber capabilities in association with vulnerabilities to determine weaknesses and methods of exploitation and provide a Cyber Capabilities Analysis and Recommendations Report (**Section F.3, Deliverable 20**).
- m. Analyze capabilities for potential vulnerabilities that may result from improper system configuration, hardware or software flaws, or operational weaknesses.
- n. Conduct vulnerability analysis and survey network services and/or applications to pair with security vulnerabilities.
- o. Present any security issues that are found to the system owner with an assessment of their impact and a recommendation for mitigation or a technical solution.
- p. Assess system information security policies against client policies, identify policies that are not comprehensive to the system, provide recommendations, and conduct activities to resolve policy comprehensiveness.

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- q. Evaluate components of capabilities against their ability to resist threats in the deployed environment, configurations, and implementation of firewalls, proxy servers, routers, Virtual Private Networks (VPNs), Intrusion Detection Systems (IDS), wireless networks, etc., against legal requirements, and departmental /local procedures associated with operations.
- r. Develop test plans and test software applications for operational deployment throughout the entire systems life cycle (**Section F.3, Deliverable 28**).
- s. Conduct Penetration Testing Projects, including:
  - 1. Internal Penetration Testing such as networks, servers, workstations, and stealth techniques for evading IDS/Intrusion Protection System (IPS).
  - 2. External Penetration Testing (email, web services, remote access, etc.).
  - 3. Web Application Penetration Testing (anonymous and authenticated).
  - 4. Data Exfiltration Assessments.
  - 5. System administration in areas such as Database Security (MS SQL and Oracle), Network Architecture (Cisco and Checkpoint), Mobile Device Management, Web Servers (IIS and Apache), and Virtualization.
- t. Assist with program reviews, strategic planning, exercise management, knowledge acquisition, and operations, coordination, and monitoring of DoD certification for compliance with High Level Architecture (HLA) for Federates.
- u. Evaluate and improve models and databases that support Cybersecurity, and develop and implement the modeling and analytical tools for collaborative databases and data stores.
- v. Develop and apply approved standard methodologies to evaluate the effectiveness of forces, systems, doctrines, tactics, and plans to support training, analysis and acquisition activities, evaluation of interoperability, re-use, capabilities and cost-effectiveness, cross-domain coordination, configuration management, and military exercises and demonstrations.
- w. Provision software development environments, recommend software tools and applications, and conduct proof of concept and prototype development.
- x. Coordinate and collaborate with joint operation planners, cyberspace operators, testers, and other developers to learn about evolving mission objectives and to adapt the research, development, and testing of cyber capabilities to meet those evolved objectives accordingly.
- y. Develop and update capability repositories and databases of legacy and developmental technologies.
  - 1. Perform data transfer and systems administration, and review, enhance, and document legacy code.
  - 2. Perform developmental testing, conduct peer reviews of software and documentation, and actively participate in brainstorming sessions with other Government and contractor technical staff.

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3. Identify new, emerging, and undervalued open-source solutions to cyber security for deployment.

### **C.4.2.6 SUBTASK 6 – PROVIDE TEST STANDARDS AND OVERSIGHT SUPPORT**

USCYBERCOM develops test standards and provides oversight to test implementation. The contractor shall provide test standards that include validation criteria to provide for rigorous testing, scoring, and evaluation metrics and methods to provide USCYBERCOM with an accurate assessment of cyber capabilities. The contractor shall provide test standards that include detailed evaluation standards and associated metrics; all evaluation packages shall incorporate Measure of Effectiveness (MOE) of test and unique sub-element standards as applicable. The contractor shall assist USCYBERCOM with building and maintaining positive relationships within USCYBERCOM and with DoD customers.

The contractor shall provide the following test standards and oversight support:

- a. Develop technical oversight guidance to all T&E laboratories supporting the CMF.
- b. Develop, update, and evaluate software engineering standards, specifications, handbooks, or manuals in relation to the development and testing of cyber capabilities.
- c. Provide interpretation of, and guidance based on, policy documentation for specific evaluations.
- d. Develop new testing and evaluation processes and policy that could increase efficiencies in existing testing harnesses through automation to optimize existing standards and processes.
- e. Monitor and review evaluation results by examining evaluation reports, and perform site visits of external T&E offices supporting CMF to conduct audits on final T&E reports and document findings.
- f. Prepare T&E validation reports to provide guidance and direction to the T&E laboratories and DoD Components on the proper implementation of the TASs.
- g. Organize meetings, prepare minutes, and facilitate meetings to manage and approve changes to the USCYBERCOM TA methodologies.
- h. Organize and contribute to any scheduled TA conferences/workshops.
- i. Maintain and support System Security Plan (SSP), lab architecture diagrams, Certification and Accreditation (C&A) Documentation.
- j. Develop and maintain updates to TA Policy documentation and USCYBERCOM methodologies used to implement the TA Policy documents.
- k. Conduct the peer review process of new TA Policy implementation documentation.
- l. Research and respond to inquiries regarding interpretation of the TA Policy documents and as they apply to the USCYBERCOM TA Component.
- m. Provide technical expertise to customers to facilitate TA evaluations for capabilities.
- n. Provide or develop TA technical documents for USCYBERCOM and DoD customers.



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- o. Attend capability preparation meetings and provide technical support to customers, and interact with mission partners, TA evaluators, and developers to facilitate information exchange and ensure mission success.
- p. Analyze system requirements and Concept of Operations (CONOPS) documents, acquisition plan, and system descriptions to develop evaluation and test plans and procedures.
- q. Prepare for and conduct the data collection and analysis, and report status and results.
- r. Develop test and evaluation documentation, e.g., T&E Strategy, Test & Evaluation Master Plan, Event Test Plans, Test Readiness Assessments, and T&E Reports (**Section F.3, Deliverables 28 and 29**).
- s. Provide SME support tailored to system functions, level, maturity, and performance area to collaborate with other organizations to ensure T&E program integration.

### **C.4.2.7 SUBTASK 7 – DEVELOPMENT OPERATIONS**

The contractor shall develop cyberspace capabilities that implement joint cyberspace objectives as described in Joint Publication 3-12 Cyberspace Operations. The contractor shall develop rapid prototypes in direct support to OCO and DCO performed by the CMF. The contractor shall also provide access and exploitation development, embedded reverse engineering, vulnerability research, and application development for software and embedded systems under this subtask.

### **C.4.2.8 SUBTASK 8 – PROVIDE ENGAGEMENT ACTIVITY SUPPORT**

The contractor shall provide engagement activity support that includes collaborating and coordinating with other organizations during architecture and capability development efforts to ensure alignment of development with requirements and to avoid duplication of efforts across the DoD, agencies, DARPA, National Labs, and Service Labs.

The contractor shall provide the following engagement activity support:

- a. Develop, maintain, and periodically publish TA Training Materials (**Section F.3, Deliverable 27**) to ensure an informed, alert, and security-conscious workforce. Training materials include at a minimum the following:
  - 1. Training plans
  - 2. Course catalogs
  - 3. Training schedules
  - 4. Procedural documents that may be required
- b. Develop and update TA classes including any associated training aids, exercises, and tests. Activities required for course instruction include, at a minimum, the following:
  - 1. Securing classroom locations
  - 2. Preparing/disseminating course announcements
  - 3. Registering students

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4. Preparing instructional materials and classrooms
5. Coordinating with SMEs
6. Preparing certificates
- c. Maintain training records in a currently deployed Government database that can easily be manipulated to gather the tailored statistics required by the Government.
- d. Each TA training course shall be piloted to obtain feedback and updated as necessary to include modifications to the class format, duration, and content.
- e. Maintain the internal TA Evaluator Development Training Program, which determines evaluator training requirements and how they will be met.
- f. Maintain records that facilitate determining each evaluator's developmental progression.

Training is held in a classroom at Fort George G. Meade, MD. Classes vary in length from one to five days and range from five to ten attendees. TA Training classes are anticipated monthly.

### **C.4.3 TASK 3 – PROVIDE INFORMATION TECHNOLOGY/COMMUNICATIONS (IT/COMMS) SERVICES**

USCYBERCOM IT/COMMS services provide professional, flexible, and reliable C4 and IT services and support to include web development, system/network administration support, service desk support, and configuration management services. USCYBERCOM strives to deliver capabilities to the customer, formalize division processes, build effective partnerships, ensure the workforce remains motivated, equipped, and productive, and establish a configuration management program.

The contractor shall provide the following IT/COMMS support:

- a. Contribute to the design and development of systems and associated enterprise architectures.
- b. Review and provide comments on technical materials consisting of, but not limited to, technical documentation and reports, cyber policy and procedures, and planning materials.
- c. Provide technical edits to engineering documentation, software documentation, manuals, reports, or any other documents or presentations.
- d. Ensure seamless integration and management of services, systems, and networks into existing and future joint DODIN infrastructure.
- e. Analyze and assess enterprise architecture design and development proposals and provide an Enterprise Architecture Design Analysis and Recommendations Report (**Section F.3, Deliverable 20**).
- f. Assist in collecting and organizing information required for preparation of documents, training materials, guides, proposals, and reports.
- g. Develop program, system, operations, capability sustainment and transition, implementation, and user documentation and plans.

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- h. Develop concept papers, technical White Papers (**Section F.3, Deliverable 19**), and related documentation detailing network practices for implementation throughout the DoD.
- i. Provide detailed, hands-on training and training documentation to include system capabilities and functionality, system logon/logoff procedures, understanding of data fields, information processing, report production, file retrieval, system security features, and system error messages. Based on historical information, there are five training and exercise events per year; however, there may be cases of ad-hoc training requests that will require contractor support.

### **C.4.3.1 SUBTASK 1 – PROVIDE INTEGRATED TECHNOLOGY SUPPORT**

USCYBERCOM requires integrated technology services support for determining systems and IT requirements and recommendations, integrating technologies into the lab environment, and providing systems administration.

The contractor shall provide the following integrated technology support:

- a. Determine system needs, analyze the current systems for cost, use, and efficiency, and provide recommendations to improve interoperability.
- b. Implement, test, and document hardware and software applications.
- c. Assist the Government with presenting findings and recommendations on IT capabilities, uses, and purchases, and support with software applications, uses, and vendor research.
- d. Research new systems and recommend system upgrades with respect to mission, technical, and economic considerations.
- e. Communicate technical improvements, restrictions, or road blocks of new hardware and software applications and upgrades to the Government.
- f. Support projects for new systems or upgrades to existing systems, both in-house build systems and vendor-chosen solutions, and develop training for internal users of a variety of hardware and software.
- g. Evaluate the effectiveness of existing internal processes and application and propose solutions and opportunities for automation and audit controls.
- h. Design, code, test, document, and maintain programs, including continuous updates of programs created in-house.
- i. Maintain document files, testing and training materials for current and future programs.
- j. Assist the Government with managing relationships between internal software users and their software vendors, and coordinate with software vendors and end-users to create specifications for customization requests and testing of software releases.
- k. Determine purchase request specifications and pricing; process the purchase requests in coordination with the Government and contracting processes as required.
- l. Coordinate and collaborate with Government IT personnel on hardware, firmware, and software installations and upgrades.

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- m. Maintain websites for both internal and external needs and internal databases.
- n. Provide requested reports and queries from the data and work with management on a variety of operational processes.
- o. Develop and conduct integrated technology internal training programs as needed.
- p. Manage software integration and ensure total system functionality is maintained.

### **C.4.3.2 SUBTASK 2 – PROVIDE SYSTEM ADMINISTRATION SUPPORT FOR THE CYBER IMMERSION LAB (CIL)**

The CIL is an integrated research, experimentation, test, and evaluation environment that supports USCYBERCOM and the CMF with research and capability transition. The CIL identifies, develops, and assesses capabilities. The Defense Information Systems Agency's (DISA's) Big Data Platform is part of the technology within the CIL. In addition, the following COTS and GOTS components are part of the CIL:

- a. Cisco Aggregation Services Routers (ASR) Series Routers
- b. Cisco Adaptive Security Appliances (ASA) Series Firewalls with Virtual Firewall Contexts
- c. Cisco Nexus Switches with Unified Network Fabrics and Fabric Extenders
- d. Cisco Unified Computing System (UCS) Chassis and C-Series Servers
- e. Dell R-Series Servers
- f. Safenet Secure Storage Appliances
- g. NetApp FAS8000 Series Network Storage
- h. Symantec 5000 Series Backup Appliances
- i. VMware vSphere version 6
- j. VMware Horizon View VDI
- k. PC over IP (PCoIP) Clients for VMware Horizon
- l. SolarWinds Network Performance Monitor
- m. Splunk Enterprise
- n. Atlassian Software Suite (Confluence, Jira, BitBucket)
- o. Microsoft Windows Server 2012
- p. Microsoft Structured Query Language (SQL) Server Clusters
- q. Microsoft Windows 7 and 10
- r. Microsoft Windows Domain
- s. Linux Servers and Desktops

The CIL contains the following types of data (both real and simulated):

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- a. Host-Based Security System (HBSS)
- b. Packet Capture (PCAP)
- c. SiLK
- d. ArcSight
- e. Netflow
- f. Non-classified Internet Protocol Router (NIPR) Logs
- g. Joint Regional Security Stack (JRSS) Logs
- h. Sourcefire
- i. Syslog

The contractor shall provide the following system administration for the CIL support:

- a. Integrate, operate, and maintain test networks and systems, and mitigate risks to the Government information systems to include new technical information systems solutions (both physical and virtual).
- b. Configure, troubleshoot, and maintain all hardware devices required to keep the USCYBERCOM test networks and architectures operational and secure in accordance with applicable policies.
- c. Develop a plan and SOPs for hardware updates and replacement, and for performing software updates (**Section F.3, Deliverable 21**).
- d. Repair and/or resolve hardware issues, which may require travel to and from remote buildings.
- e. Coordinate with repair of hardware devices covered by the Original Equipment Manufacturer (OEM) warranties to include performing initial diagnostics, contacting/escorting contractors, and arranging for receipt and return of equipment.
- f. Contact the appropriate vendor, USCYBERCOM Government personnel, or other contractors for referrals of work orders to appropriate specialist for resolution.
- g. Configure, upgrade, troubleshoot, diagnose, test, monitor, and document operating systems, COTS/GOTS software applications, and other various USCYBERCOM-procured software.
- h. Contact the appropriate vendor, USCYBERCOM Government personnel, or other contractors for referrals of work orders to the appropriate specialist for resolution.
- i. Create the USCYBERCOM standard images and maintain a list of all installed software and corresponding licenses with the USCYBERCOM Enterprise IT systems.
- j. Perform and manage updates and virus patching on all USCYBERCOM enterprise software.

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- k. Ensure that USCYBERCOM enterprise client-based hardware/software receives applicable service releases, security patches, hot fixes, and viral signature updates in accordance with application policies and the performance standards.
- l. Maintain operating systems and refer/coordinate/interact with the appropriate Government employees or other contractors to maintain applications. (Financial, facilities, security, and other enterprise applications support may be accomplished by Government personnel or other contractors.)
- m. Develop and coordinate experimentations regarding mission mapping, event detection, network mapping, mission command, threat modeling, blue force tracking, and cyberspace tool development.

### **C.4.3.3 SUBTASK 3 – PROVIDE SYSTEM ADMINISTRATION SUPPORT FOR IT SERVICES**

USCYBERCOM requires network and systems administration support, and support for web-based initiatives and functions, executed in real time in accordance with mission requirements.

The contractor shall provide the following system administration support for IT services:

- a. Operate, maintain, and assist the Government with managing risks to include new technical information systems solutions (both physical and virtual).
- b. Operate and maintain SharePoint server and configuration, SQL server, Windows server 2008 or greater, virtualization, network storage devices, directory services, Forefront Identity Manager, Threat Management Gateway, and Active Directory to include group policy and organizational unit management.
- c. Develop and maintain USCYBERCOM information systems and obtain appropriate Government approval prior to implementing new technical information systems solutions (both physical and virtual).
- d. Create the USCYBERCOM standard images and maintain a list of all installed software and corresponding licenses with the USCYBERCOM Enterprise IT systems.
- e. Develop and maintain network drawings and document configuration information.
- f. Create service requests by contacting the appropriate vendor or USCYBERCOM Government personnel, ensure resolution of issues, and provide status updates throughout the resolution process.
- g. Respond to exercise, crisis, or contingency situations by providing system support and systems administration of user accounts on both the Government's classified and unclassified systems.

### **C.4.3.4 SUBTASK 4 – PROVIDE SYSTEM ADMINISTRATION HARDWARE/SOFTWARE SUPPORT FOR IT SERVICES**

The contractor shall provide network, systems, and web-based administration support for hardware and software applications, executed in real time in accordance with mission requirements. The contractor shall provide 24x7 coverage for all requirements listed under

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Subtask 4 in response to crisis action matters with the urgency the matter entails. The Government will coordinate with the contractor in advance when possible as this support is required at the Government site.

System administration support is required for SharePoint server and configuration, SQL server, Windows server 2008 or greater, Linux/UNIX, virtualization, network storage devices, directory services, Forefront Identity Manager, Threat Management Gateway, and Active Directory to include group policy and organizational unit management.

The contractor shall provide the following system administration hardware/software support for IT services:

- a. Maintain operating systems and refer/coordinate/interact with the appropriate Government employees or other contractors to maintain applications.
- b. Apply and document system updates, patches and configuration changes.
- c. Perform and manage updates, security patches, hot fixes, and viral signature updates in accordance with application policies and the performance standards, provide status updates throughout the resolution process, and update service records on all USCYBERCOM enterprise software and provide status updates upon resolution.
- d. Configure, troubleshoot, and maintain all hardware devices required to keep the USCYBERCOM Enterprise IT operational and secure in accordance with applicable policies.
- e. Configure, upgrade, troubleshoot, diagnose, test, monitor, and document operating systems, COTS/GOTS software applications and other various USCYBERCOM-procured software.
- f. Repair and/or resolve hardware issues, which may require travel to and from remote buildings.
- g. Coordinate the repair of hardware devices covered by OEM warranties to include performing initial diagnostics, contacting/escorting contractors, and arranging for receipt and return of equipment.

### **C.4.3.4.1 PROVIDE SYSTEM ADMINISTRATION HARDWARE/SOFTWARE AND INTEGRATION SUPPORT FOR IT SERVICES**

The contractor shall provide the following system administration hardware/software support for IT services:

- a. Analyze system logs and identify potential issues with Linux/UNIX and Windows based computers.
- b. Introduce and integrate new technologies into existing data center environments.
- c. Perform routine audits of systems and software
- d. Apply and install Linux/UNIX and Windows based operating systems, patches, and configuration changes

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- e. Install and configure new hardware and software
- f. Assist the government with managing the security on Linux/UNIX and Windows based operations systems
- g. Assist the government with managing and documenting the configuration of the system
- h. Troubleshoot any reported problems on Linux/UNIX and Windows based systems
- i. Monitor system performance and network communication of Linux/UNIX and Windows based systems
- j. Perform integration of new Linux/UNIX and Windows based systems based on new and existing requirements
- k. Perform operations and maintenance of existing Linux/UNIX and Windows based systems

### **C.4.3.4.2 PROVIDE SYSTEM ADMINISTRATION SUPPORT FOR TRAINING AND EXERCISE**

USCYBERCOM is an integrated part of the Government process for national event responses. Therefore, to remain in a state of readiness, USCYBERCOM plans and participates in exercises that demonstrate coordination of response actions and coordination across Government organizations, departments, and agencies in response to major cyber incidents. USCYBERCOM exercises put operating concepts to the test during exercise events such as Cyber Knight, Cyber Guard, and Cyber Flag. These exercises are designed to train and certify CMF teams and can consist of exercises, conventional maneuvers, and kinetic fires in conjunction with cyber operations. Each exercise requires range support, physical infrastructure, and facilities. Therefore, comprehensive system administration support is required for ensuring the necessary equipment is ready for participants' use in the exercise. Requirements stemming from USCYBERCOM exercise planning events determine the design, architecture, and infrastructure capabilities of persistent training and test environments. Local and CONUS long-distance travel may be required to support this requirement.

The contractor shall provide the following system administration support for training and exercises:

- a. Decompose exercise and training requirements to determine the proper architecture design and configuration of infrastructure capabilities required for successful execution of the exercise and training event.
- b. Develop exercise network architecture drawings that depict connections of infrastructure capabilities.
- c. Configure, install, and maintain all computers and network equipment required for exercises and training, and break down the equipment at the completion of each event.
- d. Prepare equipment for transport and conduct activities to accomplish the transport of system equipment to and from exercise sites, track the status of the transport, and coordinate receipt of delivery at end sites.
- e. Provide onsite support to exercise participants to resolve any computer issues.

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- f. Coordinate with the appropriate property custodians as equipment is received, relocated, disposed, or replaced under a maintenance agreement.
- g. Maintain a property inventory account for all exercise and training IT assets, including the clear identification of the spare parts inventory.

### **C.4.3.5 SUBTASK 5 - PROVIDE ASSET MANAGEMENT AND PURCHASING SUPPORT**

The contractor shall assist USCYBERCOM with the IT purchasing process and management of the USCYBERCOM IT equipment inventory to ensure all IT assets are purchased and accounted for in accordance with USCYBERCOM policies and procedures. USCYBERCOM uses the Property Book Unit Supply Enhanced (PBUSE) asset management and accountability system. The contractor shall use PBUSE to track USCYBERCOM property and generate reports and hand receipts. In addition, PBUSE creates a nomenclature of serial numbers and bar codes that allows for proper inventory accounting. The Government will provide training to contractor personnel (if needed) on PBUSE.

The contractor shall provide the following asset management and purchasing support:

- a. Process required paperwork in accordance with applicable USCYBERCOM policies and procedures to enter new and unaccounted for equipment into the USCYBERCOM inventory in order to accurately maintain and track IT equipment.
- b. Maintain a property inventory account for all IT assets, including the clear identification of the spare parts inventory.
- c. Initiate the equipment ordering process, complete equipment acquisition forms, obtain Government approvals, maintain information in accordance with USCYBERCOM records management, and track the status of orders.
- d. Coordinate with the appropriate property custodians as equipment is received, relocated, disposed, or replaced under a maintenance agreement.
- e. Initiate the property transfer process in accordance with applicable policies and procedures.

### **C.4.3.6 SUBTASK 6 - PROVIDE CONFIGURATION MANAGEMENT SUPPORT**

The responsibilities of this task are to maintain and manage software and hardware assets and provide change management expertise to support the baseline configuration of Government Information Systems. This task includes maintaining configuration management within the Joint Capabilities Integration Development System (JCIDS) processes, TA, Unix Desktop Environment (UDE), Cybersecurity Situational Awareness (SA), software and hardware assurance (tech refresh) management, software/hardware data analysis, prototype activities, and the Enterprise Architecture.

The contractor shall provide the following configuration management support:

- a. Develop, implement, and maintain Configuration Management Plans.

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- b. Establish and update configuration baselines to meet evolving requirements, configurations, and products.
- c. Identify configuration items and participate in configuration audits for maintaining proper accounting of configuration items.
- d. Establish and implement change control processes that maintain traceability of configurations.
- e. Participate in working groups and boards and provide configuration control status update briefings.
- f. Develop and/or update configuration management database(s) and provide monthly reports.
- g. Log IT capability submissions from USCYBERCOM Directorates and their affiliates (e.g., Services).
- h. Disseminate configuration management reports to relevant parties and stakeholders, which include C4 partners and IT Support Division Chief, Branch Chief, and Chief Information Officer (CIO).
- i. Prepare evaluation certificates and assist with support documentation for accredited and unaccredited systems to ensure System Security Plans are current, including systems that are undergoing Authorization-to-Operate evaluation.
- j. Archive all distributed reports and evaluation materials, maintain records of evaluation activities, and generate statistics tailored to management requirements to support the decision-making process.
- k. Assist with resolving discrepancies in USCYBERCOM property accountability.

### **C.4.4 TASK 4 - PROVIDE WEB AND IT/COMMS DEVELOPMENT SUPPORT**

The contractor shall provide web development support and coordinate Command and Control (C2) and C4 systems development support with USCYBERCOM under this task.

USCYBERCOM web development efforts provide real-time web development, management, and maintenance to USCYBERCOM web-based initiatives and functions in accordance with mission requirements to include any required T&E and user training. The contractor shall complete all tasks within the timeframe allotted based on operational situation and constraints at the request and direction of the Government organization civilian and/or military lead.

The contractor shall provide web development, management, and support to the Government web-based initiatives in accordance with mission requirements. USCYBERCOM uses the following tools and languages: SharePoint development, CSS, Extensible Markup Language (XML), .NET, ASP, C#, SQL, JavaScript, AJAX, JQuery, VMWARE ESX, Visual Studio, Apache Server, Linux, Red Hat, MYSQL, and PHP. Efforts may be accelerated and have rapid response timeframes required based on operational situations and constraints.

The contractor shall use its knowledge and understanding of the Joint Targeting Cycle, Joint Planning Process, and C2 of Cyberspace Operations to include Integrated Tasking Order development and prosecution, Cyber Effects Requests Forms, Joint Tactical Cyber Requests, and Task Order GSQ0016AJ0060  
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the Cyber Tasking Cycle to perform subtasks under this task. Additionally, this task requires the understanding and the ability to develop applications and systems in accordance with Section 508 compliance.

The contractor shall provide the following web development support:

- a. Develop, update, and maintain the Cyber Capability Registry (CCR), which is a centralized, access controlled, web-based registry, in coordination with the J3 Directorate.
- b. Develop, update, and maintain the USCYBERCOM Workflow Management Systems (WMS) and Records Management Systems which currently resides on SharePoint, in coordination with the J0 Directorate.
- c. Develop and maintain SharePoint sites for the Joint Operations Center (JOC), which are considered C2 tools (e.g., the Cyberspace Tasking Order (CTO) C2 system) and may also maintain and share situational awareness information of cyber activities. The JOC uses sites on all three networks (NIPR/SIPR/JWICS) to complete USCYBERCOM mission-essential activities.
- d. Develop, update, and maintain knowledge management portals.
- e. Develop, update, and maintain training and exercises registrations portals, Learning Management System (LMS). For all hosted USCYBERCOM exercises, users are instructed to register on the USCYBERCOM Intelshare portal.

### **C.4.4.1 SUBTASK 1 – PROVIDE C4 WEB DEVELOPMENT**

C4 Web Development initiatives provide engineering and support for application, database development, quality assurance, and operations maintenance of USCYBERCOM portals and system applications.

The contractor shall provide the following C4 Web Development support:

- a. Design, develop, and maintain USCYBERCOM World Wide Web (WWW) sites and SharePoint sites in coordination with stakeholders and requirements and in accordance with Section 508 and USCYBERCOM guidelines.
- b. Update USCYBERCOM mission-critical sites within 48 hours of receiving an on-line customer request form.
- c. Assist in responding to web-support request forms, and evaluate, trouble-shoot, and resolve reported website errors and non-functionality.
- d. Develop and maintain databases for websites and evolving C4 systems and implement appropriate information security mechanisms.
- e. Conduct effective web content management and configuration management for website development, design, implementation, and integration with current systems.
- f. Participate in USCYBERCOM requirements working groups to define cyber capabilities/tools and recommend courses of action.



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- g. Assist USCYBERCOM technical experts in reviewing functional requirements to analyze the feasibility of implementing solutions, develop system requirements, and assist in revising the functional requirements as necessary.
- h. Assist requirement owners in reviewing and refining functional requirements, and conduct solution analysis activities to determine courses of action for recommendation to appropriate working groups and boards.
- i. Identify and recommend business processes that can be implemented within web/application/IT systems-based workflow capabilities to improve organizational efficiency as applicable.
- j. Document all work completed in accordance with existing Command technical writing and system documentation requirements.
- k. Identify and remediate input validation vulnerabilities and uncover Cross-Site Scripting (XSS) risks.
- l. Work with the Cybersecurity Team in preventing SQL injection vulnerabilities and protect systems against click-jacking attacks.
- m. Conduct vulnerability testing and activities to detect, prevent, and remediate common vulnerabilities in Command web applications.
- n. Configure web servers to encrypt web traffic with HyperText Transport Protocol Secure (HTTPS).
- o. Collaborate and coordinate with the Cybersecurity team to protect Ajax-powered applications and prevent JavaScript Object Notation (JSON) data theft and secure XML web services with Web Services Security (WS-Security).

### **C.4.4.2 SUBTASK 2 –PROVIDE C2 IT SYSTEM DEVELOPMENT**

The contractor shall provide real-time C2 IT system development, management and systems engineering support to the Government network and web-based initiatives in accordance with mission requirements. The contractor shall collaborate and coordinate with the Government and system owners on this subtask to fulfill C2 system requirements.

The contractor shall provide the following C2 system development and maintenance support:

- a. Develop databases (e.g., SQL databases, MS Access databases, customized databases) with appropriate information security mechanisms implemented, and maintain databases for websites and evolving C2 systems.
- b. Respond to exercise, crisis, or contingency situations by providing system support and systems administration of user accounts on both the Government's classified and unclassified systems.
- c. Participate in USCYBERCOM requirements working groups to define cyber capabilities/tools and recommend courses of action.

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- d. Assist USCYBERCOM technical experts in reviewing functional requirements to analyze the feasibility of implementing solutions, develop system requirements, and assist in revising the functional requirements as necessary.
- e. Assist requirement owners in reviewing functional requirements and conducting solution analysis activities to determine courses of action for recommendation to appropriate Government officials.
- f. Identify and recommend business processes to improve organizational efficiency as applicable.
- g. Document all work completed in accordance with existing USCYBERCOM technical writing and system documentation requirements.

Additionally, the contractor shall provide the following support:

- a. Develop, update and maintain systems using Python, C, and client server architecture
- b. Develop, update and maintain systems with:
  - i. GUI development using Python and C
  - ii. encrypted command and control
  - iii. multi-process threaded tasking
  - iv. botnet architecture

### **C.4.4.2.1 PROVIDE C2 DENIAL OF SERVICE (DOS) AND MALWARE COUNTERMEASURE CAPABILITIES DEVELOPMENT SUPPORT**

The contractor shall work with the Cybersecurity team and provide the following Denial of Service (DOS) and Malware Countermeasure Capabilities Development & Maintenance support:

- a. Develop, update and maintain systems using Python, C, DOS techniques and approaches, malware reverse engineering, malware command and control, and assembly language
- b. Develop, update and maintain systems (e.g., systems that require high bandwidth packet generation or DOS mitigation and countermeasures) with:
  - i. multi-process threaded tasking
  - ii. botnet architecture
- c. Develop, update and maintain capability packages to degrade adversary malware activities inside and outside of the DODIN
- d. Examine media and malware analysis reports and operational reporting from incidents in order to support activities in para(s) a-c above
- e. Develop and conduct update briefs, presentations, and papers to USCYBERCOM leadership to ensure situational awareness and status are conveyed related to the assigned project areas conduct log and system-level analysis for various system and network capabilities, to include routers, Windows, Hypertext environments, and UNIX (**Section F.3, Deliverable 17, 19, and 20**)

- f. Conduct analysis on the lifecycle of adversary anatomy of attack and exploitation and the associated tools, malware, and encryption mechanisms utilized, in order to support activities in para(s) a-d above

#### **C.4.5 TASK 5 - PROVIDE IT SERVICE DESK SUPPORT**

The USCYBERCOM IT Service Desk provides timely, measurable, reliable IT service-level management, system access management, and system support, including account processing and Video Teleconferencing (VTC) support. The IT Service Desk supports over 2,400 USCYBERCOM users and on average fields over 480 telephone calls, and schedules over 367 video teleconferences per month. The IT Service Desk closes an average of 136 virtual Remedy tickets per month. The IT Service Desk hours of operation are from 0700-1700 Monday – Friday. The contractor shall provide 24x7 IT Service Desk coverage in response to crisis action matters with the urgency the matter entails. The Government will coordinate with the contractor in advance when possible as this support is required at the Government site.

The IT Service Desk manages NIPR/SIPR/JWICS inbox queues and empties each queue by the end of each day. The contractor shall only be responsible for resolving incidents specific to the USCYBERCOM Enterprise environment as the National Security Agency (NSA) network is not within the scope of this TO.

The contractor shall provide the following IT Service Desk support:

- a. Conduct all technical and administrative duties of the USCYBERCOM Enterprise IT Service Desk for the fulfillment of IT support requests.
- b. Conduct C4/IT new employee orientation and account briefing.
- c. Assist in the operation of the USCYBERCOM Enterprise IT Service Desk by participating in answering IT Service Desk phone calls, ensuring every call is answered, and providing assistance with customer phone calls and walk-in support requests.
- d. Configure, troubleshoot, and maintain all hardware/software required to keep the USCYBERCOM Enterprise IT operational and secure in accordance with applicable policies.
- e. Document all jobs/tasks in the Government-furnished IT Service Desk management system that captures, at the minimum, the following:
  - 1. Date job/task was opened and closed
  - 2. Client contact information
  - 3. Detailed description of job/task
  - 4. Severity level of job/task (priority)
  - 5. Number of hours to complete job/task
  - 6. Proposed start/end time of job/tasks (priority)
  - 7. Support actions taken to resolve job/task
  - 8. Escalation actions taken to resolve job/task

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### 9. Final resolution for job/task

- f. Provide and report weekly performance metrics for Service Desk resolutions to include number of daily calls, number of abandoned calls, number of daily tickets submitted, response time, resolution time, nature of trouble ticket or call metrics, and how many are repeat calls or tickets.
- g. Provide user support to include, but not limited to, the following functions: trouble ticket management, systems outage notification and management, mission approvals, systems access and VTC training, VTC scheduling, and VTC systems troubleshooting.
- h. Receive and process approved requests for the creation, disabling, changing, and deletion of local computer user accounts.
- i. Assist IT customers with establishing, changing, and resetting network and local system passwords.
- j. Provide users with the appropriate permissions to enable access to approved network and/or local resources.
- k. Ensure that user accounts are maintained and managed in accordance with USCYBERCOM policies.
- l. Provide on-site IT assistance as necessary to ensure customer problem resolution.
- m. Develop and include in the QMP (Section C.4.1.8) an effective Quality Control Plan and processes to ensure adherence to the required standards, and utilize a process to capture levels of customer satisfaction.
- n. Provide notification of disruption of services to appropriate USCYBERCOM personnel in accordance with USCYBERCOM policies and procedures.
- o. Continuously monitor delivery channel efficiency and coordinate extensively with the Frequently Asked Questions (FAQs) concerning all open, pending, and closed tickets.
- p. Provide a listing of the types of issues and FAQs expected to be resolved on first contact.
- q. Develop and update a comprehensive knowledge base that can be accessed by Service Desk staff members and the Government.

The contractor shall provide a Service Desk Plan (**Section F.3, Deliverables 24 and 25**), based on its technical approach presented in its technical proposal, as appropriate. The contractor shall conduct an annual review of the Service Desk Plan with the Government as required (**Section F.3, Deliverable 26**). The Service Desk Plan shall include, as a minimum, the following:

- a. Procedures for handling after-hour calls.
- b. Contractor-developed SOPs for complaint management (intake and investigation) and general inquiries.
- c. Templates and scripts to ensure consistent responses to customers.
- d. Customer request analysis process to seek common solutions to similar requests.
- e. Content management processes to ensure appropriate communication.

- f. Processes used to improve customer service and experience.

#### **C.4.6 TASK 6 - PROVIDE SYSTEM ENGINEERING SUPPORT**

The contractor shall provide system engineering support to include the following support areas: local area networks (LANs), wide area networks (WANs), VPNs, routers, firewalls, network protocols, security and network operations and monitoring solutions, vulnerability analysis, Public Key Infrastructure (PKI), data encryption, key management, data warehousing, and data mining capabilities to perform this task. The Government requires significant expertise in the C4 discipline or related area of expertise, exhibiting an exceptional degree of ingenuity, creativity, resourcefulness, and managerial/leadership experience to perform this requirement.

The contractor shall provide the following system engineering support:

- a. Engineer USCYBERCOM information systems such as requirements management and workflow management systems, and obtain appropriate Government approval prior to implementing new technical information systems solutions (both physical and virtual).
- b. Conduct joint architectural/systems engineering analyses to validate that proposed C4 designs can be fully integrated with existing, projected, and target Information System (IS) enterprise architectures, and that they facilitate effective communications and authorized exchanges of information, and develop analysis and recommendation reports (**Section F.3, Deliverable 20**).
- c. Assist with the development and review of strategies, plans, and activities to integrate capabilities into an operational platform.
- d. Participate in in community-level IS enterprise architecture business processes, including governance boards, Joint Information Environment (JIE) architecture review boards [e.g., Joint Technical Review Board (JTRB), Enterprise Architecture & Engineering Panel (EAEP), Enterprise Architecture Services Board (EASB)], Joint Technical Standard Order (JTSO) Integrated Design Team (IDT) forums, and working groups to advocate for the adoption and consistent use of the Department of Defense Architecture Framework (DoDAF) Enterprise Architecture guidance, IT Enterprise Architecture, or other guidance as specified in the TO [such as Air Force System Engineering Assessment Model (AF SEAM)], ensure architecture compliance, and leverage shared resources.
- e. Assist with the development and evolution of a cyberspace operations program community-level milestone review process, and provide thought leadership for its implementation to ensure collaboration among representatives of DoD cyberspace operations program partners in the identification and coordination of new and proposed C4 investments and initiatives, including Development, Modernization, and/or Enhancement (DME).
- f. Assist with the design and development of systems and associated enterprise architectures such as, but not be limited to, DoDAF architectural artifacts supporting the JIE [e.g., Cyber Security Reference Architecture (CS RA), Enterprise Operations Center Reference Architecture (EOC RA), Core Data Center Reference Architecture (CDC RA), etc.]. The contractor shall ensure that all required architectural documentation is in



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compliance with DoDAF Enterprise Architecture guidance, IT Enterprise Architecture, or other guidance as specified in the TO (such as AF SEAM).

- g. Develop concepts of operation and system documents for new secure, remote, backup storage systems to improve the resiliency of the enterprise architecture for different disaster recovery scenarios.
- h. Develop methods and procedures to transfer and replicate data over long distances and to protect data from being manipulated or distorted.
- i. Integrate and maintain electronic processes or methodologies to automate the collection, reporting, and resolution of issues process to resolve total system problems or technology problems.
- j. Apply system engineering principles for reviewing and analyzing secure systems designs, identifying areas for improvement, developing solutions for resolving secure systems design problems, and develop Analysis and Recommendation Reports (**Section F.3, Deliverable 20**).
- k. Coordinate and collaborate with the requirements team and perform technical planning, system integration, verification and validation, risk analysis, and supportability and effectiveness analyses for total systems solutions.
- l. Perform analyses at all levels of total system product lifecycle, including hardware/software, concept, design, fabrication, test, installation, operation, maintenance, and disposal.
- m. Perform site surveys, system evaluation, system analysis, architecture, and infrastructure assessments.
- n. Conduct logical and systematic conversions of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints.
- o. Apply and/or develop advanced technologies, scientific principles, theories, and concepts.
- p. Plan new programs and recommend technological application programs to accomplish long-range objectives.
- q. Conduct review of, and provide comments on, technical materials consisting of, but not limited to, technical documentation and reports, DoD and IC cyber policy and procedures, and planning materials that have been identified and provided by the Government SMEs.
- r. Assist with data collection and analysis, at a minimum, for USCYBERCOM cyber presentations, speeches, briefings, and maintain quarterly, monthly, and annual metrics on leading security indicators, as required.
- s. Review cyber-related input from various organizations, assemble the information into a consolidated package, and submit it for review for inclusion into various cyber recurring, and by demand, reports (e.g., Director's/Commander's Weekly Activity Report (WAR) and the quarterly and annual Defend the DODIN reports).

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- t. Analyze the security details of systems, and assist with developing and publishing security processes and producing official records from formal cybersecurity meetings of every category.
- u. Provide an approach to implement cybersecurity within system engineering designs by properly developing analysis reports, implementation plans, and resources required in accordance with DoD guidance.

### **C.4.6.1 SUBTASK 1 – PROVIDE ENTERPRISE ARCHITECTURE SUPPORT**

The contractor shall provide enterprise architecture services to support joint architectural/systems engineering analyses to validate that proposed C4 designs can be fully integrated with existing, projected, and target IS enterprise architectures, and that they facilitate effective communications and authorized exchange of information. The contractor shall provide thought leadership and actively participate in/contribute to DoD Cyber Network Operation (CNO) program community-level IS enterprise architecture business processes, including governance boards, JIE architecture review boards (e.g., JTRB, EAEP, EASB), JTISO IDT forums, and working groups, to advocate for the adoption and consistent use of the IS enterprise architecture framework, ensure IS enterprise architecture compliance, and leverage shared resources. The contractor shall often be required to act independently to resolve issues associated with the development and implementation of operational programs; however, the contractor shall notify appropriate Government officials of pertinent issues and resolutions.

#### **C.4.6.1.1 IT ROADMAP AND TARGET STATE SUPPORT**

USCYBERCOM operates and maintains IT Roadmaps and technical baselines to enable the Command to execute its missions.

The contractor shall provide the following IT roadmap and target state support as part of the enterprise architecture:

- a. Update and revise the USCYBERCOM Technical Baseline documents as new capabilities are defined and implemented.
- b. Assist with developing, communicating, and maintaining the enterprise architecture roadmap(s) such as Unified Platform.
- c. Assist in data calls for input to the enterprise architecture roadmap and update the roadmap accordingly.
- d. Assist with developing review briefings and participate in IT Portfolio reviews.
- e. Develop new architecture views, including full capabilities map and assessment.
- f. Define enterprise strategies and transformation roadmaps for cross-cutting technologies and enabling solutions.
- g. Assist with the creation of system diagrams that are aligned to the refresh cycle.

#### **C.4.6.1.2 SOLUTION ARCHITECTURE**

The contractor shall provide the following solution architecture support as part of the enterprise architecture:

- a. Provide technical thought leadership and conduct hands-on development of large-scale Service Oriented Architecture (SOA)-based technology solutions provided by vendors such as IBM, BEA, MS, and SUN.
- b. Contribute to the development of enterprise services, interfaces, and tools, including component administration, message tracking, security configuration, and deployment within the context of services architecture.
- c. Design and/or develop network architecture plans, implementation or cutover plans, and technical white papers and perform requirements analysis for interoperability issues associated with Computer Telephony Integration/Video, Voice, and Integrated Data (CTI/VVID) converged networks communications environments.
- d. Assist with managing technology-specific implementation projects, utilizing expert knowledge in one or more fields associated with CTI/VVID converged networks.
- e. Develop architectural and enterprise-level designs for complex telecommunications, internetworking, data networks, and CTI/VVID converged networks.
- f. Develop technical research white papers that focus on complex telecommunications, internetworking, and data networks, and CTI/VVID converged networks projects, as well as network interoperability and integration.
- g. Develop in-depth analysis reports on communications and network models and technologies, transport layer architectures, emerging protocols and technologies, and knowledge transfer and repositories associated with CTI/VVID converged networks.
- h. For each key mission and support area, develop a domain architecture summary addressing drivers, key mission/business strategies, current and target state solutions, gaps, and transformation roadmaps.

#### **C.4.6.2 SUBTASK 2 – PROVIDE REQUIREMENTS ANALYSIS**

The contractor shall provide requirements analysis services to support USCYBERCOM systems engineering efforts. The contractor shall often be required to act independently to resolve issues associated with the development and implementation of operational programs; however, the contractor shall notify appropriate Government officials of pertinent issues and resolutions.

The contractor shall provide the following requirement analysis support:

- a. Participate in USCYBERCOM requirements working groups and boards as a capability SME to define requirements for cyber capabilities/tools and recommend courses of action.
- b. Assist in the development, review, and edit of requirements, briefings, and technical content for the Integrated Capabilities Requirements Working Group (ICRWG) and associated Operational Boards and participate in activities that prepare for the CYBERCOM Requirements and Investment Board (CRIB).



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- c. Participate in Analysis of Alternative efforts and Solution Analysis efforts for the development of new architectures, cyber capabilities, and tools to support the USCYBERCOM mission.
- d. Conduct requirement analysis on Command-wide IT requirements in accordance with the following processes and procedures: (1) JCIDS, (2) USCYBERCOM Requirements Management Process, and (3) Engineering Review Processes.
- e. Review and analyze Capability-Based Assessments (CBA), Mission Need Statements (MNS), CONOPs, Initial Capability Document (ICD), and all other relevant documents that accompany the USCYBERCOM's IT requirements, and make prioritization recommendation to appropriate Government officials.
- f. Conduct research to determine whether capabilities currently exist internal or external to USCYBERCOM that satisfactorily fulfill the USCYBERCOM's IT requirements prior to prioritization and solution analysis.
- g. Assist with end-to-end requirement lifecycle processes to analyze and refine initial user needs, recommend prioritization of USCYBERCOM's IT requirements, and analyze requirements.

### **C.4.7 TASK 7 – PROVIDE CYBERSECURITY SUPPORT**

The mission of the USCYBERCOM Cybersecurity program is to protect the confidentiality, integrity, and availability of IS and networks throughout USCYBERCOM, while managing a customer-oriented cybersecurity organization capable of meeting the needs of all USCYBERCOM customers.

The contractor shall provide the following cybersecurity support:

- a. Develop, maintain, and support Training Materials (**Section F.3, Deliverable 27**) for the USCYBERCOM Cybersecurity Workforce Improvement Program (WIP) to ensure an informed, alert, and security-conscious workforce. There are currently four portals that hold training materials for the WIP.
- b. Develop tracking tools for mandated DoD Cybersecurity WIP certification status reports to include, at a minimum, the following information: (1) fully compliant and certified personnel, (2) personnel required to take training for certification, and (3) non-compliant personnel required to take immediate remedial action.
- c. Provide cybersecurity orientation and manage the annual awareness training in accordance with the DoD Directive (DoDD) 8570 to all USCYBERCOM personnel and its affiliates, develop consolidated metrics data for periodic status reports, and provide inputs to the Federal Information Security Management Act (FISMA) report.
- d. Review and provide recommendations to appropriate USCYBERCOM personnel for approval to update System Security Plans to aid in the Certification and Accreditation process for both DoD and Intelligence Community-owned systems.
- e. Attend weekly IT Project Management meetings and provide Cybersecurity input to developmental efforts and updates to the USCYBERCOM Cybersecurity Manager.

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- f. Provide vulnerability scanning support and develop mitigation resolution, as necessary, to ensure security compliance of USCYBERCOM networks.
- g. Assist in the development of cybersecurity awareness training materials to ensure USCYBERCOM personnel understand cybersecurity procedures to safeguard home and office data and systems.
- h. Assist in the development of a monthly newsletter with critical cybersecurity information, attend IT developmental meetings, and provide summary notes for the Awareness Newsletter.
- i. Detect and report vulnerabilities by the scanning of networks, and provide vulnerability mitigation recommendation to appropriate Government officials.
- j. Conduct monthly scans of USCYBERCOM IT networks to ensure compliance with DoD/NSA Information Assurance Vulnerability Alert (IAVA)/ Security Technical Implementation Guide (STIG) and USCYBERCOM 5200-08 requirements and provide status report to USCYBERCOM Cybersecurity Manager and to System Administrators.
- k. Conduct updates/reviews and assist in the development of associated Risk Management Framework (RMF)-related Sector-Specific Plans and provide cybersecurity related input to Cybersecurity Training and Awareness Documents.

### **C.4.8 TASK 8 – PROVIDE STRATEGY, POLICY, AND DOCTRINE DEVELOPMENT SUPPORT**

USCYBERCOM participates in senior and executive information enterprise forum planning efforts with other organizations within the DoD; for example, the DoD Information Security Risk Management Committee (ISPMC) (formerly known as the Defense Information Systems Network (DISN)/Global Information Grid (GIG) Flag Panel), HBSS, Assured Compliance Assessment Solution (ACAS), NIPR, SIPR, Cybersecurity Architecture Review (NSCAR), Secure Configuration Management (SCM), Continuous Monitoring and Risk Scoring, and DISA's Cyber Situational Awareness Analytical Capabilities (CSAAC). USCYBERCOM participates with DoD and Agency partners for the assessment of cyber capabilities, and tools for supporting cyberspace operations. Current doctrine, publications, and coordination methods are used as a basis for planning and support efforts.

The contractor shall provide the following strategy, policy, and doctrine development support:

- a. Conduct reviews of technical materials consisting of, but not limited to, technical documentation and reports, cyber policy and procedures, and planning materials that will be identified and provided by the Government SMEs and/or TPOCs to the contractor PM for assignment to appropriate contractor personnel for completion.
- b. Analyze current and future Risk Management and C4 instructions, directives, and implementations and develops strategies for, and on behalf of, the USCYBERCOM CDG/J6 and command leadership Teams as part of the USCYBERCOM Risk Management, C4 Analysis and Strategy (RCAS) program, which is responsible for making recommendations and O-6 level decisions on issues that directly and

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substantively affect the objectives, content and execution of the DoD-wide programs, particularly as regards Information Security (INFOSEC) issues.

- c. Assist with data collection and analysis for USCYBERCOM cyber presentations, speeches, briefings, and maintain monthly, quarterly, and annual metrics on leading security indicators as required.
- d. Review cyber-related input from various organizations, assembling the information into a consolidated package, and submit it for inclusion into various cyber recurring and by demand reports (e.g., Director's/Commander's WAR and quarterly and annual NetOps reports).
- e. Analyze the security details of systems and assist with developing and publishing security processes and producing official records from formal cybersecurity meetings of every category.
- f. Provide an approach to cybersecurity by properly developing planning products to explain the concepts, staffing mechanisms to gain approval, and suggested operations to generate effects against the enemy.
- g. Assist in the preparation for, and participate in, relevant Government meetings in support of analyzing and planning for the Government (both on- and off-site), e.g., working group, council, technical exchange meetings, and other meetings that provide benefit to the Government.

### **C.4.8.1 SUBTASK 1 - PROVIDE DoD CIO ENGAGEMENT AND SYNCHRONIZATION SUPPORT**

The contractor shall perform the following engagement activities:

- a. Synchronize DoD CIO policy directives with the operational community before they are issued, and generate, coordinate, and maintain planning documents that describe USCYBERCOM operational role and responsibility to ensure compliance with DoD policies.
- b. Act as technical liaisons for USCYBERCOM to facilitate the timely response to DoD, Service, and Government Agency requests for information and process actions.
- c. Document USCYBERCOM Operational Responses to orders and operational documents to ensure compliance, verify findings within USCYBERCOM, and provide the analysis to DoD CIO as requested (**Section F.3, Deliverable 20**).
- d. Ensure that USCYBERCOM operational documents and orders are consistent with DoD policy and make recommendations to USCYBERCOM leadership and the DoD Joint Program Management Office (JPMO) regarding corrective actions or other measures that might be appropriate.
- e. Respond to specific questions and provide written guidance related to implementation of the tasks set forth in orders, both external and internal to USCYBERCOM.
- f. Develop and maintain a roster of Cyber Components, Combatant Commands (CCMDs), Services, and DoD Authorizing Official (AO) [formerly titled Designated Approving

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Authorities (DAAs)] personnel in order to establish liaison and to provide guidance on requirements.

### **C.4.9 TASK 9 – PROVIDE BUSINESS AREA SERVICES SUPPORT**

The contractor shall provide a variety of business area services to support mission objectives in the following subtasks.

#### **C.4.9.1 SUBTASK 1 – PROVIDE PROGRAM MANAGEMENT OFFICE SUPPORT**

The contractor shall provide Program Management Office (PMO) support to include all aspects of administrative management, general office support, and coordination among organizations for day-to-day operations.

The contractor shall provide the following support:

- a. Plan and organize daily activities in coordination with internal and external entities for day-to-day operations.
- b. Schedule and coordinate meetings, visits, and events, and prepare supporting briefs and reports.
- c. Prepare, process, and track correspondence.
- d. Prepare and distribute meeting agendas and meeting minutes /notes and track action items.
- e. Track ancillary training requirements.
- f. Reserve meeting space and facilitate audio visual and telecommunication support for scheduled meetings.
- g. Produce and distribute the battle rhythms, activity reports, and staff meeting briefs.
- h. Maintain and update schedules, calendars, and the personnel accountability tracker for daily work status.
- i. Assist in preparing the office for office relocation and/or building move.
- j. Monitor, update, and report on the status of assigned Workflow Management System (WMS) tasks assigned. WMS is a web-based USCYBERCOM system that enables organizations within USCYBERCOM to task, track, and manage tasks.

#### **C.4.9.2 SUBTASK 2 - PROVIDE KNOWLEDGE MANAGEMENT (KM) SUPPORT**

Knowledge Management (KM) is essential to conduct operations in USCYBERCOM. KM enables collaboration of cyber operational data and provides USCYBERCOM leadership with relevant information to make informed decisions. The contractor shall coordinate activities with the USCYBERCOM Chief Knowledge Officer (CKO) to ensure continued compliance with Command policies and procedures. The contractor shall utilize information sharing portals to have information readily accessible to USCYBERCOM and external stakeholders. The contractor shall develop and maintain existing MS SharePoint portals, database management, and MS office suite applications that support KM.

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The contractor shall provide the following KM services under this subtask:

- a. Assist USCYBERCOM's Knowledge Management Working Group (KMWG) in identifying Command-wide problems, conducting analysis, and developing and documenting recommended solutions and repeatable KM processes for continual process improvement using, to the extent possible, KM best practices and performance measures.
- b. Contribute to the development and maintenance of the KM strategic plan in alignment with USCYBERCOM's mission and objectives and address issues of knowledge gaps that persist across geographical, organizational, generational, and employee turnover barriers.
- c. Post, edit, distribute, and maintain appropriate content of USCYBERCOM classified and unclassified website/portals.
- d. Develop and maintain an accurate, consistent, repeatable process for responses to official questions through Request for Information (RFI) tools by collecting, consolidating, and preparing written responses to external RFI or internal queries from USCYBERCOM leadership.
- e. Create and maintain records in compliance with DoD Records Management policies and directives.
- f. Organize data, establish file structures, and ensure information is captured and stored in locations accessible to various user groups.
- g. Develop TTPs for coordinating the flow of information and work with USCYBERCOM training branches to periodically test these TTPs during exercises.

### **C.4.9.3 SUBTASK 3 - PROVIDE PROJECT MANAGEMENT AND ANALYSIS SUPPORT**

The contractor shall provide project management and analysis support by delivering capabilities to the customer, formalizing the IT management process, formalizing the divisions' processes, and building effective partnerships.

The contractor shall provide the following project management office support:

- a. Conduct program management activities for Government network and web-based development efforts.
- b. Provide overall management of assigned programs, ensuring that the technical solutions are implemented as scheduled and at the estimated costs unless changes to projects are incorporated at the Government's approval and discretion.
- c. Develop work breakdown structures and integrated master schedules for all assigned programs.
- d. Prepare charts, tables, graphs, and diagrams to assist in analyzing problems, program risks and issues, and prepare program management plans, project documentation and reports.



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- e. Coordinate schedules to facilitate completion of tasks, briefings/presentations, and program reviews.
- f. Perform analysis and develop and review program operating procedures.
- g. Perform evaluations of existing procedures, processes, techniques, models, and/or systems related to system management problems to identify areas for improvement and recommend solutions.
- h. Perform enterprise-wide horizontal integration planning and interface with parties representing other functional systems.
- i. Review, edit, and format technical reports to improve the flow and grammar of the technical content. The contractor shall work with the technical staff to resolve inconsistencies and develop document templates and record meeting minutes.

### **C.4.9.4 SUBTASK 4 - PROVIDE GRAPHIC ARTIST SERVICES**

The contractor shall design graphical presentations utilizing products including MS Office (especially PowerPoint) and Adobe Creative Suite. The contractor shall create concepts from start to finish in a collaborative environment with attention to detail. The contractor shall display creativity in designs, layout, and display. The contractor shall issue written interpretations of technical requirements, including Government drawings, designs, and specifications.

### **C.4.10 TASK 10 – PROVIDE ADDITIONAL C4CD AUGMENTED SUPPORT (OPTIONAL)**

Unpredictable world events require that USCYBERCOM have the capability to provide reach-back, additional augmented personnel support to provide additional C4CD IT and professional services support to combat cyber threats in pressing situations. The Government reserves the right to exercise additional C4CD augmented support services at any point in time during the TO performance, IAW the terms and conditions of the contract. The contractor shall provide additional augmented support for any requirement in Section C.4 that is within the scope of the TO. These events may be in conjunction with other USG and DoD organizations as a result of cyber threat activities in the USG and DoD. Additional as-needed expansion support requirements to counter unknown threats may be variable in length, but each optional CLIN's PoP cannot exceed the period in which the optional CLIN is exercised by the FEDSIM CO. The contractor shall meet and maintain requirements identified by the USCYBERCOM TPOCs and the FEDSIM COR during events of contingency, training or exercise situations, or wartime in order to support USCYBERCOM-directed expansion planning, exercises, and operations when required by USCYBERCOM. Examples include additional cleared and qualified IT personnel to provide complimentary communications support during events that require additional support, and professional services personnel for cyber-related operations to include cyberspace exercises in response to demanding cyber-intrusions against the U.S.

When the requirement for additional C4CD augmented support is identified, the Government will notify the contractor in advance and exercise the optional additional augmented support CLIN (X002) in Section B. The additional augmented support shall not result in a decrease of

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support to other TO3 requirements unless approved by the CO and COR. Specific additional requirements shall be integrated into the WBS under Task 1 (C.4.1.4).

The following applies to the performance of C4CD additional augmented support:

- a. The Government will determine the amount of additional C4CD augmented support required at the time of the crisis action matter. Each crisis action matter may require a different amount and length of augmented support
- b. The contractor shall provide additional C4CD augmented support in response to identified crisis action matters with the urgency the matter entails. Additional C4CD augmented support shall be staffed and worked within USCYBERCOM spaces, following the first notification informing the contractor of a request for additional augmented support

Once a crisis action matter has been declared ended or the additional augmented support is no longer needed, the contractor shall proceed with an orderly and efficient transition-out period not to exceed thirty days. During the transition-out period, the contractor shall fully cooperate with, and assist the Government with, activities closing out the crisis action matter, developing required documentation, transferring knowledge, and documenting lessons learned.

SECTION D - PACKAGING AND MARKING

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## SECTION E – INSPECTION AND ACCEPTANCE

NOTE: Section E of the Contractor's USCYBERCOM Support IDIQ is applicable to this TO and is hereby incorporated by reference. In addition, the following applies:

### **E.1 PLACE OF INSPECTION AND ACCEPTANCE**

The FEDSIM COR and USCYBERCOM TPOCs will perform inspection and acceptance of all work performance, reports, and other deliverables under this TO.

### **E.2 SCOPE OF INSPECTION**

All unclassified deliverables will be inspected for content, proper classification markings, completeness, accuracy, and conformance to TO requirements by the FEDSIM COR and TPOCs. All classified deliverables will be inspected for content, proper classification, markings, completeness, accuracy and conformance to TO requirements by the TPOCs. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the TO. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The Government requires a period NTE 15 workdays after receipt of final deliverable items for inspection and acceptance or rejection.

### **E.3 BASIS OF ACCEPTANCE**

The basis for acceptance shall be in compliance with the requirements set forth in the TO, the contractor's proposal, and relevant terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

Reports, documents, and narrative-type deliverables will be accepted when all discrepancies, errors, or other deficiencies identified in writing by the Government have been corrected.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments on deliverables must either be incorporated in the succeeding version of the deliverable, or the contractor must explain to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, or improper format, or otherwise does not conform to the requirements stated within this TO, the document may be immediately rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the TPOC and the FEDSIM COR.

### **E.4 DRAFT DELIVERABLES**

The Government will provide written acceptance, comments, and/or change requests, if any, within 15 workdays (unless specified otherwise in Section F) from Government receipt of the

## SECTION E – INSPECTION AND ACCEPTANCE

draft deliverable. Upon receipt of the Government's comments, the contractor shall have ten workdays to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

### **E.5 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT**

The Government will provide written notification of acceptance or rejection (**Section J, Attachment D**) of all final deliverables within 15 workdays (unless specified otherwise in **Section F**). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

### **E.6 NON-CONFORMING PRODUCTS OR SERVICES**

Non-conforming products or services will be rejected. Deficiencies will be corrected, by the contractor, within ten workdays of the rejection notice. If the deficiencies cannot be corrected within ten workdays, the contractor shall immediately notify the FEDSIM COR of the reason for the delay and provide a proposed corrective action plan within ten workdays.

If the contractor does not provide products or services that conform to the requirements of this TO, the Government will not pay the cost associated with the non-conforming products or services.

## SECTION F – DELIVERABLES OR PERFORMANCE

NOTE: Section F of the Contractor's USCYBERCOM Support IDIQ is applicable to this TO and is hereby incorporated by reference. In addition, the following applies:

### **F.1 PERIOD OF PERFORMANCE**

The PoP for this TO is a one-year base period and four, one-year option periods.

### **F.2 PLACE OF PERFORMANCE**

The primary place of performance is Fort George G. Meade, MD. As a contingency and in support of the Continuity of Operations Plan (COOP), the contractor may be required to work from an alternate place of performance or the contractor site (if approved by the Government in advance). Long-distance CONUS travel is anticipated in support of this effort. Program Management support may be provided at the contractor's location. Under NO CIRCUMSTANCES shall a home office be considered an alternate work location.

### **F.3 TASK ORDER SCHEDULE AND MILESTONE DATES**

The following schedule of milestones will be used by the FEDSIM COR to monitor timely progress under this TO. For proposal purposes, offerors shall use September 30, 2016, as the project start date.

The following abbreviations are used in this schedule:

NLT: No Later Than

TOA: Task Order Award

All references to days: Government Workdays

Deliverables are due the next Government workday if the due date falls on a holiday or weekend.

The contractor shall deliver the deliverables listed in the following table on the dates specified:

<b>DEL. #</b>	<b>MILESTONE/ DELIVERABLE</b>	<b>TO REFERENCE</b>	<b>DATE OF COMPLETION/ DELIVERY</b>	<b>GOV'T RIGHTS IN DATA DFARS 252.227- 7013, 252.227- 7014, 252.227- 7015, FAR 52.227-14</b>
0	Project Start		At TOA date	
1	Project Kick-Off Meeting	C.4.1.1	Within 10 days of Project Start	
2	Kick-Off Agenda	C.4.1.1	Within 9 days of Project Start	X

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<b>DEL. #</b>	<b>MILESTONE/ DELIVERABLE</b>	<b>TO REFERENCE</b>	<b>DATE OF COMPLETION/ DELIVERY</b>	<b>GOV'T RIGHTS IN DATA  DFARS 252.227- 7013, 252.227- 7014, 252.227- 7015, FAR 52.227-14</b>
3	Kick-Off Meeting Presentation	C.4.1.1	Within 9 days of Project Start	X
4	Kick-Off Meeting Report	C.4.1.1	5 days following Kick-Off Meeting	X
5	Monthly Status Report	C.4.1.2	Monthly, on the 10 <sup>th</sup> of each month	X
6	Technical Status Meeting	C.4.1.3	Monthly	X
7	PMP – Draft	C.4.1.4	Within 20 days of Project Start	X
8	PMP – Final	C.4.1.4	Within 5 days of receiving Government comments	X
9	PMP – Update	C.4.1.5	Annually, at minimum	X
10	Trip Report(s)	C.4.1.6	Within 5 days of trip completion	X
11	Meeting Reports (e.g., Technical Status Meeting Minutes)	C.4	5 days following the subject meeting	X
12	QMP – Draft	C.4.1.8	Within 20 days of Project Start (as Part of the PMP)	X
13	QMP – Final	C.4.1.8	Within 5 days of receiving Government comments	X

SECTION F – DELIVERABLES OR PERFORMANCE

<b>DEL. #</b>	<b>MILESTONE/ DELIVERABLE</b>	<b>TO REFERENCE</b>	<b>DATE OF COMPLETION/ DELIVERY</b>	<b>GOV'T RIGHTS IN DATA DFARS 252.227- 7013, 252.227- 7014, 252.227- 7015, FAR 52.227-14</b>
14	QMP – Update	C.4.1.8	Periodically, annually, at minimum	X
15	Transition-In Plan – Final	C.4.1.9	Within 5 days after the Project Kick-Off Meeting	X
16	Transition-Out Plan	C.4.1.10	NLT 90 <b>calendar</b> days prior to the expiration of the TO	X
17	Status and Situational Awareness Briefs/Presentations	C.4,	In accordance with PMP	X
18	After Action Reports	C.4	In accordance with PMP	X
19	White Papers	C.4	In accordance with PMP	X
20	Analysis and Recommendation Reports	C.4	In accordance with PMP	X
21	Processes and Procedures, Standard Operating Procedures (SOPs)	C.4	In accordance with PMP	X
22	Redacted TO to include any modifications	F.4	Within 10 days of TO or modification award	X

SECTION F – DELIVERABLES OR PERFORMANCE

<b>DEL. #</b>	<b>MILESTONE/ DELIVERABLE</b>	<b>TO REFERENCE</b>	<b>DATE OF COMPLETION/ DELIVERY</b>	<b>GOV'T RIGHTS IN DATA DFARS 252.227- 7013, 252.227- 7014, 252.227- 7015, FAR 52.227-14</b>
23	Capability Development Plan	C.4.2.1	In accordance with PMP	X
24	Service Desk Plan – Draft	C.4.5	Within 5 days after the Project Kick-Off Meeting	X
25	Service Desk Plan – Final	C.4.5	Within 5 days of receipt of Government comments	X
26	Service Desk Plan – Update	C.4.5	Annually, at minimum	X
27	Training Materials	C.4.7	In accordance with PMP	X
28	Test and Evaluation Plan	C.4.2.5	In accordance with PMP	X
29	Test and Evaluation Procedures, and Results Report	C.4	Within 20 days of test completion	X
30	Verification & Validation Report	C.4.2, C.4.6	Within 20 days of V&V completion	X
31	Problem Notification Report	F.7	As soon as it becomes apparent that there is a problem or delay	X
32	Security Status Report	C.4.1.9	Daily, during onboarding and Transition-in period.	X

## SECTION F – DELIVERABLES OR PERFORMANCE

<b>DEL. #</b>	<b>MILESTONE/ DELIVERABLE</b>	<b>TO REFERENCE</b>	<b>DATE OF COMPLETION/ DELIVERY</b>	<b>GOV'T RIGHTS IN DATA  DFARS 252.227- 7013, 252.227- 7014, 252.227- 7015, FAR 52.227-14</b>
33	OCI Mitigation Plan	H.4.1	As soon as it becomes apparent that there is an OCI concern	X

The contractor shall mark all deliverables listed in the above table to indicate authorship by contractor (i.e., non-Government) personnel; provided, however, that no deliverable shall contain any proprietary markings inconsistent with the Government's data rights set forth in this TO. The Government reserves the right to treat non-confirming markings in accordance with subparagraphs (e) and (f) of the Defense Federal Acquisition Regulation Supplement (DFARS) 252.227-7013 and 252.227-7014 and/or FAR clause at 52.227-14. The contractor shall also mark each deliverable with proper security markings in accordance with Controlled Access Program Coordination Office's (CAPCO) Authorized Classification and Control Markings.

### **F.3.1 DELIVERABLE FORMATS**

<b>DEL. #</b>	<b>DELIVER- ABLE</b>	<b>MINIMUM CONTENT</b>	<b>MINI- MUM LENGTH</b>	<b>SUBMI- SSION METHOD</b>	<b>FORMAT</b>
10	Meeting Reports	i. Summary ii. Potential Problem Areas iii. Direction of Meeting a. Areas for Future Participation iv. Recommendations for actionable items	1 page, single spaced,  12 Font,  8.5 x 11 paper	Electronic	Fully Edited Contractor Final Iteration

## SECTION F – DELIVERABLES OR PERFORMANCE

<b>DEL. #</b>	<b>DELIVER-ABLE</b>	<b>MINIMUM CONTENT</b>	<b>MINI-MUM LENGTH</b>	<b>SUBMI-SSION METHOD</b>	<b>FORMAT</b>
18	After Action Reports	<ul style="list-style-type: none"> <li>i. Purpose</li> <li>ii. Attendee(s)</li> <li>iii. Agenda</li> <li>iv. Discussion Areas</li> <li>v. Issues</li> <li>vi. Pending/ Completed Actionable Items</li> <li>vii. Conclusion</li> </ul>	1 page, single spaced, 12 Font, 8.5 x 11 paper	Electronic	Fully Edited Contractor Final Iteration
19	White Papers	<ul style="list-style-type: none"> <li>i. Technical communication capable of representing a Division or Organization's position, opinion or status on complex topics</li> <li>ii. Technically and topically accurate</li> <li>iii. Targets, intended Audience</li> </ul>	1 page, single spaced, 12 font, 8.5 x 11 paper	Electronic	Fully Edited Contractor Final Iteration
20	Analysis and Recommendation Reports	<p>Technical communication capable of representing a Division or Organization's position, opinion or status on complex topics</p> <ul style="list-style-type: none"> <li>i. Technically and topically accurate</li> <li>ii. Targets, intended Audience</li> </ul>	1 page, single spaced, 12 font, 8.5 x 11 paper	Electronic	Fully Edited Contractor Final Iteration

### **F.4 PUBLIC RELEASE OF CONTRACT DOCUMENTS REQUIREMENT**

The contractor agrees to submit, within ten workdays from the date of the CO's execution of the initial TO, or any modification to the TO (exclusive of Saturdays, Sundays, and Federal holidays), a portable document format (PDF) file of the fully executed document with all proposed necessary redactions, including redactions of any trade secrets or any commercial or

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financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of the General Services Administration (GSA) (**Section F.3, Deliverable 22**). The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall explain why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the contractor in response to the TO requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA.

GSA will carefully consider all of the contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

### **F.5 DELIVERABLES MEDIA**

The contractor shall deliver all electronic versions by email, as well as placing in the USCYBERCOM's designated repository. The following are the required electronic formats, whose versions must be compatible with MS Office versions utilized by USCYBERCOM.

- a. Text MS Word or .PDF as specified in the TOR
- b. Spreadsheets MS Excel
- c. Briefings MS PowerPoint
- d. Drawings MS PowerPoint (preferred), MS Visio
- e. Schedules MS Excel (preferred), MS Project

### **F.6 PLACE(S) OF DELIVERY**

Copies of Unclassified deliverables and correspondence shall be delivered to the FEDSIM COR and USCYBERCOM TPOC. Classified deliverables shall be delivered to the USCYBERCOM TPOC and notice of the delivery shall be provided to the CO and FEDSIM COR.

Unclassified deliverables or correspondence shall be delivered to the FEDSIM COR at the following address:

GSA FAS AAS Federal Systems and Integration Management Center (FEDSIM)  
ATTN: Bruce Thibault, FEDSIM COR  
1800 F Street, NW  
Suite 3100, (QFOB)  
Washington DC 20405  
Telephone : (202)357-9570  
Email: [bruce.thibault@gsa.gov](mailto:bruce.thibault@gsa.gov)

Copies of all deliverables shall also be delivered to the USCYBERCOM TPOC. The TPOC name, address, and contact information will be provided at award.

**F.7 NOTICE REGARDING LATE DELIVERY/PROBLEM NOTIFICATION REPORT (PNR)**

The contractor shall notify the FEDSIM COR via a Problem Notification Report (PNR), (**Section F.3, Deliverable 31**) (Template is in **Section J, Attachment E**) as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the PNR the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The FEDSIM COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

## SECTION G – CONTRACT ADMINISTRATION DATA

NOTE: Section G of the Contractor's USCYBERCOM Support IDIQ is applicable to this TO and is hereby incorporated by reference. In addition, the following applies:

### **G.1 CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The CO appointed a COR in writing through a COR Appointment Letter (**Section J, Attachment B**). The COR will receive, for the Government, all work called for by the TO and will represent the CO in the technical phases of the work. The COR will provide no supervisory or instructional assistance to contractor personnel.

The COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the CO by properly executed modifications to the Contract or the TO.

#### **G.1.1 CONTRACT ADMINISTRATION**

Contracting Officer:

Michael Chappelle  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Suite 3100 (QF0B)  
Washington, D.C. 20405  
Telephone: (703)605-2656  
Email: michael.chappelle@gsa.gov

Contracting Officer's Representative:

Bruce Thibault  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Suite 3100, (QFOB)  
Washington DC 20405  
Telephone : (202)357-9570  
Email: [bruce.thibault@gsa.gov](mailto:bruce.thibault@gsa.gov)

Technical Point of Contact:

(b) (6)

A large black rectangular redaction box covers the technical point of contact information. The text "(b) (6)" is written in red at the top left corner of the redacted area.

### **G.2 INVOICE SUBMISSION**

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice:

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## SECTION G – CONTRACT ADMINISTRATION DATA

Paying Number: *(ACT/DAC NO.) (From GSA Form 300, Block 4)*

FEDSIM Project Number: AF00793

Project Title: Command, Control, Communications, Computers (C4), and Capabilities Development

The contractor shall certify with a signed and dated statement that the invoice is correct and proper for payment.

The contractor shall provide invoice backup data in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category.

The contractor shall submit invoices as follows:

The contractor shall utilize FEDSIM's electronic Assisted Services Shared Information System (ASSIST) to submit invoices. The contractor shall submit invoices electronically by logging onto the following link (requires Internet Explorer to access the link):

<https://portal.fas.gsa.gov>

Log in using your assigned ID and password, navigate to the order against which you want to invoice, click the Invoices and Acceptance Reports link in the left navigator, and then click the *Create New Invoice* button. The AASBS Help Desk should be contacted for support at 877-472-4877 (toll free) or by email at [AASBS.helpdesk@gsa.gov](mailto:AASBS.helpdesk@gsa.gov). By utilizing this method, no paper copy of the invoice shall be submitted to GSA FEDSIM or the GSA Finance Center. However, the FEDSIM COR may require the contractor to submit a written "hardcopy" invoice with the client's certification prior to invoice payment.

### **G.3 INVOICE REQUIREMENTS**

The contractor shall simultaneously submit copies of the invoice to both the FEDSIM COR and USCYBERCOM TPOC, along with all backup documentations (e.g., receipts, credit card transactions reports, proof of indirect rates, and monthly expenditure report) prior to its submission in ASSIST. The contractor shall:

- a. Contract Number (USCYBERCOM Support IDIQ number)
- b. Task Order Award Number (NOT the Solicitation Number)
- c. Contractor Invoice Number
- d. Current period of performance
- e. Amount of invoice that was subcontracted.
- f. Combine CPFF and NTE charges (Travel, Tools, and ODCs) in one invoice submission.
- g. Provide receipts for all Travel and Tools and ODC purchases.

The contractor may invoice the fixed fee on a monthly basis. The monthly fixed fee invoiced shall be proportionate to the amount of labor expended for the month invoiced. The contractor shall address each contract type separately in the invoice submission. A final invoice structure will be discussed and approved with the contractor post-award. The invoice structure will be used to track fund transactions across different personnel, tasks, and color of money.

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The final invoice is desired to be submitted within six months of project completion. The contractor shall provide the Government with a monthly status on when the final invoice will be submitted to the Government.

### **G.3.1 COST-PLUS-FIXED-FEE (CPFF) CLINs (for LABOR)**

The contractor may invoice monthly on the basis of cost incurred for the CPFF CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All hours and costs shall be reported by CLIN element (as shown in Section B), by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. Contractors shall be alerted that invoices may require tracking and submissions at a full granular level down to the specific supporting task area. These task areas will be identified by the Government following award and will require additional amendments to the back-up information for full compliance. The listing shall include separate columns and totals for the current invoice period and the project to date.

- a. Employee name (current and past employees)
- b. Employee company
- c. Employee USCYBERCOM Support IDIQ labor category
- d. Exempt or non-exempt
- e. Monthly and total cumulative hours worked by task and subtask (Sample shown in **Section J, Attachment T**)
- f. Corresponding TO Proposed rate
- g. Effective hourly rate
- h. Fixed fee
- i. Any cost incurred not billed
- j. Labor adjustments (from any previous months (e.g., timesheet corrections))
- k. Current approved forward pricing rate agreement in support of indirect costs billed

All cost presentations provided by the contractor shall also include Overhead charges and General and Administrative charges at a minimum at the cost center level and shall also include the Overhead and General and Administrative rates being applied.

### **G.3.2 TOOLS AND OTHER DIRECT COSTS (ODCs)**

The contractor may invoice monthly on the basis of cost incurred for the Tools and ODC CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. In addition, the contractor shall provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions are required.

- a. Tools and/or ODCs purchased
- b. Request to Initiate Purchase number or identifier
- c. Date accepted by the Government
- d. Associated CLIN
- e. Project-to-date totals by CLIN

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- f. Cost incurred not billed
- g. Remaining balance of the CLIN

All cost presentations provided by the contractor shall also include Overhead charges, General and Administrative charges and Fee in accordance with the contractor's Defense Contract Audit Agency (DCAA) cost disclosure statement.

### **G.3.3 TRAVEL**

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Joint Travel Regulation (JTR) - prescribed by the GSA, for travel in the contiguous U.S.
- b. Federal Travel Regulation (FTR) Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.
- c. Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas" - prescribed by the Department of State, for travel in areas not covered in the FTR or JTR.

The contractor may invoice monthly on the basis of cost incurred for cost of travel comparable with the JTR/FTR/DSSR. The invoice shall include the period of performance covered by the invoice, the CLIN number and title. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN/Task Total Travel: This invoice information shall identify all cumulative travel costs billed by CLIN/Task. The current invoice period's travel details shall include separate columns and totals and include the following:

- a. Travel Authorization Request number or identifier, approver name, and approval date
- b. Current invoice period
- c. Names of persons traveling
- d. Number of travel days
- e. Dates of travel
- f. Number of days per diem charged
- g. Per diem rate used
- h. Total per diem charged
- i. Transportation costs
- j. Total charges
- k. Explanation of variances exceeding 10 percent of the approved versus actual costs
- l. Indirect handling rate

All cost presentations provided by the contractor shall also include Overhead charges and General and Administrative charges in accordance with the contractor's DCAA cost disclosure statement.

SECTION G – CONTRACT ADMINISTRATION DATA



## **H.1 KEY PERSONNEL**

The following are the minimum personnel who shall be designated as “Key.” The Government does not intend to dictate the composition of the ideal team to perform this TO.

- a. Task Order 3 (TO3) Project Manager (PM)
- b. Lead Capability and Development Manager
- c. IT Communications Service Lead
- d. System Engineer Lead

The Government desires that Key Personnel be assigned for the duration of the TO.

### **H.1.1 TASK ORDER 3 (TO3) PROJECT MANAGER (PM)**

It is required that the TO3 PM meet the qualifications of the Level III Project Manager labor category under the USCYBERCOM Support IDIQ. The USCYBERCOM IDIQ LCATs Amendment 01 is provided in Section J, Attachment V. The contractor shall identify a TO3 PM to serve as the Government’s major Point of Contact (POC) and to provide overall leadership and guidance for all contractor personnel assigned to TO3. The TO3 PM is ultimately responsible for the quality and efficiency of TO3 to include both technical issues and business processes. The TO3 PM shall have organizational authority to execute the requirements of TO3. The TO3 PM shall assign tasking to contractor personnel, supervise on-going technical efforts, and manage overall TO3 performance. This individual shall have the ultimate authority to commit the contractor’s organization and make decisions for the contractor’s organization in response to Government issues, concerns, or problems. The TO3 PM shall be readily available to respond to Government questions, concerns, and comments, as well as be proactive in alerting the Government to potential contractual or programmatic issues. This position shall be on-site at the USCYBERCOM client office.

It is **required** that the TO3 PM:

- a. Be an employee of the Prime contractor at proposal Part I submission.
- b. Meet the qualifications of the Level III Project Manager labor category under the USCYBERCOM Support IDIQ..

It is desirable that the TO PM have the following:

- a. Possess a DoD 8570 (now DoD 8140) Information Assurance Certification.
- b. Experience in the management and control of complex information systems architectures involving multiple disparate databases, applications development, user and network systems integration, and web-based communications subsystems as described in the PWS.
- c. Minimum seven years of experience and extensive knowledge of Federal, DoD, and agency regulations, standards, guidelines, and framework identified in the PWS to include:



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1. DODAF
2. RMF

### **H.1.2 LEAD CAPABILITY AND DEVELOPMENT MANAGER**

The contractor shall identify a Lead Capability and Development Manager who will serve as the Government's main point of contact for issues regarding the research, development and training of cyber-related capabilities. The Lead Capability and Development Manager is ultimately responsible for achieving USCYBERCOM's goals and objectives in cybersecurity and cyberspace operations capabilities. This position shall be on-site at the USCYBERCOM client office.

It is **required** that the Lead Capability and Development Manager:

- a. Possess a DoD 8570 (now DoD 8140) Information Assurance Manager (IAM) Level II Information Assurance Certification, at a minimum at proposal Part I submission.
- b. Meet the requirements of the USCYBERCOM Support IDIQ LCAT selected by the contractor.

It is desirable that the Lead Capability and Development Manager have the following:

- a. Experience in gaining stakeholder buy in and leveraging cyberspace SMEs within DoD and externally.
- b. Proven skills in translating requirements into functional solutions.
- c. Minimum seven years of experience leading teams in conducting RDT&E of cyber-related activities.
- d. Expertise in developing strategic insights and solutions to help decision makers chart a course toward a safer cyberspace.
- e. Experience and knowledge with cybersecurity R&D activities such as cyber defense resilience, malware analysis, insider threat risk mitigation, cyber defense education and training, mobile device security, and cloud-based security protection.
- f. Possess an Offensive Security Certified Professional (OSCP) Certification.

### **H.1.3 IT COMMUNICATIONS SERVICE LEAD**

The contractor shall identify an IT Communications Service Lead who shall provide expertise in broad areas of C4, IT, and integrated technology services and support and serve as a key POC to markets to build engagement and alignment on technical priorities. The IT Communications Service Lead shall develop and maintain relationships with suppliers and academic and industry institutions. The IT Communications Service Lead shall lead a team of broad-based technical support to end-users of networks, systems, and related services.

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The IT Communications Service Lead shall provide support to a customer base of over 2,500 users in a high profile environment. The IT Communications Service Lead is responsible for overall management support and coordination for all IT Enterprise Service Desk support (phone, email and on-site and floor). This position shall be on-site at the USCYBERCOM client office.

It is **required** that the IT Communications Service Lead:

- a. Possess a DoD 8570 (now DoD 8140) IAM Level I Information Assurance Certification, at a minimum at proposal Part I submission.
- b. Meet the requirements of the USCYBERCOM Support IDIQ LCAT selected by the contractor.

It is desirable that the IT Communications Service Lead have the following:

- a. Minimum five years of experience providing and managing communication and IT service desk services similar to those identified in the PWS.
- b. Experience in planning, designing, and implementing networks and lab environments similar to those identified in the PWS.
- c. Experience participating in simulated cyber threat challenges.

### **H.1.4 SYSTEM ENGINEER LEAD**

It is required that the System Engineer Lead meet the qualifications of the Level III System Engineer labor category under the USCYBERCOM Support IDIQ (USCYBERCOM IDIQ LCATs Amendment 01, Attachment V). The contractor shall identify a System Engineer Lead who will serve as the Government's main point-of-contact for USCYBERCOM infrastructure issues. This position shall be on-site at the USCYBERCOM client office.

It is **required** that the System Engineer Lead:

- a. Meet the qualifications of the Level III System Engineer labor category under the USCYBERCOM Support IDIQ.

It is desirable that the System Engineer Lead have the following:

- a. Proven skills in managing the migration of networks, performing routine system maintenance and troubleshooting, managing the installation of software upgrades, maintaining network performance, and recommending enhancements.
- b. Experience managing the design, development, implementation, testing, and maintenance of large LANs and WANs in a secure Federal Government environment.
- c. Expertise in the C4 discipline or related area of expertise, exhibiting an exceptional degree of ingenuity, creativity, resourcefulness, and managerial/leadership experience to perform tasks identified in the PWS.

### **H.1.7 KEY PERSONNEL SUBSTITUTION**

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the FEDSIM CO. Prior to utilizing other than personnel specified in proposals in response to a Solicitation, the contractor shall notify the FEDSIM CO and the FEDSIM COR of

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the existing Contract. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification [including resume(s) and labor category of proposed substitution(s)] in sufficient detail to permit evaluation of the impact on TO performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel being substituted. If the Government CO and the FEDSIM COR determine that a proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by FAR 52.249-6 Termination (Cost Reimbursement).

### **H.2 GOVERNMENT-FURNISHED PROPERTY (GFP)**

The Government will provide workspace, computers, connectivity, and other resources required to accomplish the tasks outlined in this PWS for those contractor employees located at Government facilities. Contractor personnel located at offsite facilities (if approved by the Government) may receive GFP to perform tasks defined in this PWS.

The Government will provide access to facilities, office space, supplies, and services, to include workstations, computers, and phones. Access will be granted to classified and unclassified military LAN services, LAN support, telephones, and reproduction facilities. If the contractor determines additional equipment is required, the contractor shall notify the Government, in writing, of the applicable information/equipment required to accomplish the requirements. The contractor will be held accountable for the loss or destruction of Government property in the custody of contractor personnel, as documented by signed hand receipts, in accordance with USCYBERCOM policies.

#### **H.2.1 GOVERNMENT-FURNISHED INFORMATION (GFI)**

The Government will provide access to non-procurement-sensitive documentation, information on various weapon systems, program process and schedules, as well as intelligence and information pertaining to cyberspace activities in support of military information operations, related activities, and associated follow-on tasks to enable the contractor to complete tasks in the PWS.

The Government will provide access to relevant Government organizations, information, documentation, manuals, text briefs, and associated materials as required and available. Information will include reports, briefings, and other related reference material. The Government will provide the contractor with timely information, to include access to both unclassified and classified Government information networks, and will facilitate contractor personnel interfaces with other DoD staff, service staff, and national agency offices as required to complete this effort.

In addition, the Government will provide the following GFI during the TO transition-in period:

- a. DoD Instruction O-3600.03, “Technical Assurance Standard (TAS) for Computer Network Attack (CNA) Capabilities”, April 22, 2010
- b. Defense Acquisition Guidebook, Chapter 4 -- Systems Engineering, Section 4.3.1, *Systems Engineering Processes Overview* (updated, as required, on a monthly basis)

- c. <https://acc.dau.mil/CommunityBrowser.aspx?id=638325&lang=en-US>

### **H.3 SECURITY REQUIREMENTS**

In accordance with DoD 5200.2-R, Section C2.1, all individuals shall be U.S. citizens. Personnel ineligible for these required security clearances are not permitted on this TO. All contractor personnel working on or managing this effort shall strictly adhere to USCYBERCOM security regulations and procedures. Personnel assigned the current support order shall complete all Security In-Process (SIP) (**Section J, Attachment U**) forms. All forms should route to the appropriate J8 point of contact for initial review and DD 254 signature. The J8 directorate must sign all security process requests prior to them being routed to the support directorate. Once reviewed and signed by the J8 directorate, the contractor shall coordinate the form 57 signature routing for all personnel by task, subtask, and support activity with the support directorate TPOC. Individuals with an active Top Secret (TS) Clearance with Sensitive Compartmented Information (SCI) eligibility (within scope – five years) and a current adjudicated Counter-Intelligence (CI) polygraph (within scope – seven years) will then be sent to the to the USCYBERCOM Staff Security Office (SSO). All other personnel shall follow the procedures as detailed in section H.17.

Note: All personnel shall receive a USCYBERCOM security indoctrination in order to perform work under this TO. Previously badged or cleared personnel within other NSA divisions will not be honored. All members of the contractor team (prime, sub-contractors, etc.) providing personnel, including supervisory personnel, to perform the work must comply with the applicable security clearance levels (facilities/personnel) based on the sensitivity of the task/work requiring a clearance.

Personnel must report to the FEDSIM CO and the FEDSIM COR all foreign travel, official and unofficial, in advance of the travel and agree to forego personal unofficial foreign travel when it is deemed by agency approving authorities to constitute a hazard to national security. For unofficial foreign travel (UTF), a consent form must be signed and submitted on NSANet. UTF requests shall be submitted at least 30 days in advance, but no more than six months in advance. The form requires both the vendor Supervisor and TPOC be entered. This form can only be accessed post award through NSA Net. Once form has been signed and approved alert the FEDSIM Team. The contractor shall report to the USCYBERCOM SSO any of the following:

- a. Continuing contact with citizens of a foreign country.
- b. Any arrest or court actions other than minor traffic violations.
- c. Any change in marital status. If, following employment, an employee marries (or cohabits with) a foreign national, termination of employment may be effected.
- d. Any bankruptcy, judgment, garnishment, lien, or other significant financial difficulties.

Contractor personnel shall fully comply with USCYBERCOM in-processing and out-processing guidelines. At a minimum, the contractor shall:

- a. Notify the TPOCs of the employee's departure and his/her successful out-processing on the last day of work. Successful out-processing shall require, at a minimum, the turn-in/collection of all: (1) security badges, (2) smart cards and/or other comparable security



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devices, (3) GFP issued to the employee for performance of duties in accordance with local procedures, and (4) receive security debrief.

- b. Aggressively collect/recover and turn in security badges and devices, smart cards, and GFP to the TPOC or designate in any instance where the contractor employee fails to successfully out-process. Every effort shall be made to ensure these are recovered/turned in within 24 hours (one business day) of the departing employee's last day of work.
- c. Coordinate changes in employment status with the TPOC affecting the accuracy of security badges and supporting records within 24 hours (one business day) of any such changes to ensure the appropriate devices are promptly reissued and/or collected.

Government-issued badges, identification cards, passes, vehicle registration media, and admittance controls are U.S. Government property and as such are to be accounted for, protected, and returned to the Government at the end of the TO period-of-performance or at any other time as required. When a contractor employee leaves the company, or ceases working on this TO, the employee shall adhere to all required USCYBERCOM out-processing procedures.

Situations may arise when fully cleared contractor personnel must perform opening and closing security duties unescorted in USCYBERCOM spaces. In accordance with USCYBERCOM security policy, contractors are authorized to perform these duties only with the USCYBERCOM TPOC or his/her designee's permission and if mission allows and/or requires it. In addition, fully cleared contractor personnel may be put on key lists with USCYBERCOM TPOC and management/supervisor permission if mission allows and/or requires it. It is the responsibility of local Government management to establish and maintain internal procedures to protect the controlled items (this includes classified information) under their supervision. Access to secure areas should be limited to persons who are authorized to receive or have knowledge of the particular classified information or activities contained or conducted in that area and have a verified need-to know. It is also the responsibility for contractor personnel to follow these internal procedures to ensure continued compliance with USCYBERCOM Security policy.

With the exception of Government-approved courier duties, contractor personnel shall not remove classified information from the worksite, either physically or electronically, and under no circumstances shall the contractor or its personnel allow any classified information to be stored at an off-site facility.

### **H.3.1 INFORMATION ASSURANCE**

In accordance with Defense Federal Acquisition Regulation Supplement DFARS 239.7102-3, all contractors performing Information Assurance (IA)-related functions shall have the minimum qualifications in accordance with DoD 8140.01 (replaces DoD 8570.01-M Information Assurance Workforce Improvement Program) guidelines commensurate to contractor's labor category and level.

Contractor personnel shall ensure continuing adherence to accepted Government information technology policies and guidance applicable to this TOR. This includes public laws, executive orders, directives, regulations, manuals, standards, memorandums, and instructions.

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The contractor may have access to sensitive (to include privileged and confidential) data, information, and materials of the U.S. Government. These printed and electronic documents are for internal use only and remain the sole property of the U.S. Government. Some of these materials are protected by the Privacy Act of 1974 (AMENDED) and Title 38. Unauthorized disclosure of Privacy Act or Title 38 covered materials is a criminal offense.

### **H.3.2 SECURITY CLEARANCES**

The contractor (to include team members and subcontractors) shall be either a U.S.-owned firm or possess a favorable National Interest Determination if foreign owned. The contractor shall have a final TS Facility Clearance (FCL) from the Defense Security Service (DSS) Facility Clearance Branch (FCB). The contractor shall have readily available access to DSS-certified work locations for performing classified work up to and including TS/SCI at time of TO award.

Individuals performing work under this TO shall be U.S. citizens and comply with applicable program security requirements which will require TS personnel security clearances with SCI eligibility at time of award. The contractor shall comply with all appropriate security regulations in handling classified material and in publishing reports and other products.

Contractor personnel who plan to work under this TO shall be willing to submit to the personnel security clearance process (for those personnel who do not already have the required security clearance). All contractor personnel working on this TO shall possess a final TS/SCI eligible security clearance (granted full SCI eligibility by a U.S. Government Adjudication Authority within the past 60 months) and have not had a break in SCI access of more than 24 months during this period.

All cleared contractors shall also have an actively sponsored Counterintelligence Scope Polygraph (CSP) or an examination conducted by a recognized U.S. Government polygraph entity within seven years (in scope) and meet Personnel Security Standards and Procedures Governing Eligibility for Access to SCI. Contractors shall have successfully undergone an SSBI that is current (in scope) as defined by DoD 5200.2-R, DoD Manual 5105.21-V3, and ICD 704. The nature of this TO requires contractor personnel to possess a high degree of security awareness.

All contractor personnel shall receive security indoctrination by USCYBERCOM and must be vetted and approved for access approval by the NSA Military Affairs Desk Office (MADO) prior to access to USCYBERCOM classified information, spaces, and IT systems and networks being granted. Contractors shall sign a USCYBERCOM-specific Non-Disclosure Agreement (NDA) based on the tasks to be performed.

Contractor personnel shall keep the USCYBERCOM Office of Security, FEDSIM COR, and Counterintelligence apprised of any significant changes in personal status that could affect their eligibility for access to SCI.

**In general, all necessary facility and employee security clearances shall be at the expense of the contractor. The contractor shall comply with all security requirements.**

#### **H.4 ORGANIZATIONAL CONFLICT OF INTEREST (OCI) AND NON-DISCLOSURE REQUIREMENTS**

##### **H.4.1 ORGANIZATIONAL CONFLICT OF INTEREST (OCI)**

- a. If a offeror is currently providing support, or anticipates providing support that creates or represents an actual or potential organizational conflict of interest (OCI), the offeror shall immediately disclose this actual or potential OCI to GSA in accordance with FAR Subpart 9.5. The nature of the OCI may involve the prime contractor, subcontractors of any tier, or teaming partners.
- b. The contractor is required to complete and sign an OCI Statement. The offeror must represent either that (1) It is not aware of any facts which create any actual or potential OCI relating to the award of this contract, or (2) It has included information in its proposal, providing all current information bearing on the existence of any actual or potential OCI and has included a mitigation plan in accordance with paragraph (c) below.
- c. If a offeror with an actual or potential OCI believes the conflict can be avoided, neutralized, or mitigated, the offeror shall submit a mitigation plan (Section F.3, Deliverable 33) to the Government for review.
- d. In addition to the mitigation plan, the FEDSIM CO may require further information from the offeror. The FEDSIM CO will use all information submitted by the offeror, and any other relevant information known to GSA, to determine whether an award to the offeror may take place, and whether the mitigation plan adequately avoids, neutralizes, or mitigates the OCI.
- d. If any such conflict of interest is found to exist, the FEDSIM CO may determine that the conflict cannot be avoided, neutralized, mitigated or otherwise resolved to the satisfaction of the Government and the offeror may be found ineligible for award. Alternatively, the FEDSIM CO may determine that it is otherwise in the best interest of the United States to contract with the offeror and include the appropriate provisions to avoid neutralize, mitigate, or waive such conflict in the contract awarded.

##### **H.4.2 NON-DISCLOSURE REQUIREMENTS**

If the contractor acts on behalf of, or provides advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, then the contractor shall execute and submit a Corporate NDA Form (**Section J, Attachment F**) and ensure that all its personnel (to include subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO:

- a. Are listed on a signed Addendum to Corporate NDA Form (**Section J, Attachment G**) prior to the commencement of any work on the TO.
- b. Are instructed in the FAR 3.104 requirements for disclosure, protection, and marking of contractor bid or proposal information, or source selection information.
- c. Are instructed in FAR Part 9 for third-party disclosures when acting in an advisory capacity.

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All proposed replacement contractor personnel also must be listed on a signed Addendum to Corporate NDA and be instructed in the requirements of FAR 3.104. Any information provided by contractors in the performance of this TO or obtained from the Government is only to be used in the performance of the TO. The contractor shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel, as defined above.

### **H.6 SECTION 508 COMPLIANCE REQUIREMENTS**

Unless the Government invokes an exemption, all Electronic and Information Technology (EIT) products and services proposed shall fully comply with Section 508 of the Rehabilitation Act of 1973, per the 1998 Amendments, 29 United States Code (U.S.C.) 794d, and the Architectural and Transportation Barriers Compliance Board's Electronic and Information Technology Accessibility Standards at 36 Code of Federal Regulations (CFR) 1194. The contractor shall identify all EIT products and services provided, identify the technical standards applicable to all products and services provided, and state the degree of compliance with the applicable standards. Additionally, the contractor must clearly indicate where the information pertaining to Section 508 compliance can be found (e.g., Vendor's or other exact web page location). The contractor must ensure that the list is easily accessible by typical users beginning at time of award.

### **H.7 COST ACCOUNTING SYSTEM**

The adequacy of the contractor's accounting system and its associated internal control system, as well as contractor compliance with the Cost Accounting Standards (CAS), affect the quality and validity of the contractor data upon which the Government must rely for its management oversight of the contractor and contract performance. The contractor's cost accounting system shall be adequate during the entire period of performance and shall permit timely development of all necessary cost data in the form required by the contract.

### **H.8 PURCHASING SYSTEMS**

The objective of a contractor purchasing system assessment is to evaluate the efficiency and effectiveness with which the contractor spends Government funds and complies with Government policy with subcontracting. The contractor is required to have an approved purchasing system in accordance with DFARS 252.244-7001.

Prior to the award of the TO the FEDSIM CO shall verify the validity of the contractor's purchasing system. Thereafter, the contractor is required to certify to the FEDSIM CO no later than 30 calendar days prior to the exercise of any options the validity of its purchasing system. Additionally, if reviews are conducted of the purchasing system after the exercise of the option, the contractor shall provide the results of the review to the FEDSIM CO within ten workdays from the date the results are known to the contractor.

### **H.11 TRAVEL**

#### **H.11.1 TRAVEL REGULATIONS**

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):



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- a. Federal Travel Regulations (FTR) - prescribed by the GSA, for travel in the contiguous U.S.
- b. Joint Travel Regulations (JTR), Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.
- c. Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas" - prescribed by the Department of State, for travel in areas not covered in the FTR or JTR.

### **H.11.2 TRAVEL AUTHORIZATION REQUESTS (TAR)**

Before undertaking travel to any Government site or any other site in performance of this Contract, the contractor shall have this travel approved by, and coordinated with, the FEDSIM COR. Notification shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long-distance travel, the contractor shall prepare a Travel Authorization Request (TAR) for Government review and approval. Long-distance travel will be reimbursed for cost of travel comparable with the JTR and DSSR.

All TARs shall:

- a. Be prepared in a legible manner.
- b. Include a description of the travel proposed including a statement as to purpose.
- c. Be summarized by traveler.
- d. Identify the TO number.
- e. Identify the CLIN associated with the travel.
- f. Be submitted in advance of the travel with sufficient time to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

### **H.12 TOOLS AND ODCs**

The Government may require the contractor to purchase hardware, software, and related supplies critical and related to the services being acquired under the TO. If the contractor initiates a purchase within the scope of this TO and the prime contractor has an approved purchasing system, the contractor shall submit to the FEDSIM COR a Request to Initiate Purchase (RIP) (**Section J, Attachment H**). The RIP shall include the purpose, specific items, estimated cost, cost comparison, and rationale. The contractor shall not make any purchases without an approved RIP from the FEDSIM COR and without complying with the requirements of Section H.13, Commercial Supplier Agreements.

### **H.13 COMMERCIAL SUPPLIER AGREEMENTS**

**H.13.1** The Government understands that commercial software tools that may be purchased in furtherance of this TO as described in Section C.4 and as contemplated in the Tools and ODC CLINs in Section B (included with final TOR) may be subject to commercial agreements which may take a variety of forms, including without limitation licensing agreements, terms of service,

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

maintenance agreements, and the like, whether existing in hard copy or in an electronic or online format such as “clickwrap” or “browsewrap” (collectively, “Supplier Agreements”). For purposes of this TO, the Supplier Agreements are “collateral agreements” within the meaning of the FAR clause at 52.227-14(c)(2).

**H.13.2** The contractor shall ensure that any proposed Supplier Agreements allow the associated software and services to be used as necessary to achieve the objectives of this TO. The contractor shall provide all applicable Supplier Agreements to the FEDSIM CO prior to purchase and shall cooperate with the Government, including negotiations with the licensor as appropriate, to ensure compliance with this Section. Without limiting the generality of the foregoing, a compliant Supplier Agreement shall permit all of the following at no extra charge to the Government: (a) access and use by support contractors, including a successor contractor upon termination or expiration of this TO; (b) access and use by employees of other Federal, state and local law enforcement agencies; (c) transfer to a different data center and/or a successor contractor’s cloud; and (d) the creation of derivative works that shall be subject to at least the same rights as set forth in subparagraphs (a) through (c) above. The above rights constitute “other rights and limitations” as contemplated in subparagraph (d) of the FAR clause at 52.227-14, Rights In Data – General (May 2014), Alternate III (Dec 2007) against the Federal Government Licensee except as, and then only to the extent, specifically authorized by applicable Federal statute.

### **H.14 INTELLECTUAL PROPERTY RIGHTS**

The existence of any patent, patent application or other intellectual property right that encumbers any deliverable must be disclosed in writing on the cover letter that accompanies the delivery. If no such disclosures are provided, the data rights provisions in DFARS 252.227-7014 and/or FAR 52.227-14 apply.

The Commercial Supplier Agreements referenced in Section H.13, amended as contemplated therein, shall be deemed to constitute such disclosure with regard to their associated commercial software tools and shall prevail over any inconsistent provision in DFARS 252.227-7014 to the extent of such inconsistency.

### **H.15 INTERNATIONAL TRAFFIC IN ARMS REGULATIONS (ITAR)**

The requirements of this TO require presenting, discussing, and engaging in technical discussions (defense services) involving International Traffic in Arms Regulations (ITAR) controlled technical data with the Government Defense Agencies. In order for the contractor (to include subcontractors, consultants, and teaming partners) to engage in technical discussions (defense services) with a foreign person, it shall be ITAR-compliant with either a Technical Assistance Agreement (TAA) or an ITAR Exemption authorizing export privileges with the cooperative partners. ITAR compliance means being registered with the U.S. Department of State (DoS) and having the proper ITAR authorizations to conduct defense services. In order to submit a request for ITAR authorization, the U.S. applicant (to include all subcontractors, consultants, and teaming partners) must be registered with the Directorate of Defense Trade Controls (DDTC) and DoS and the registration has to be current (renewable each year).

**H.16 PROHIBITION AGAINST SOLICITING AND PERFORMING PERSONAL SERVICES**

- a. The performance of personal services under this TO is strictly prohibited. Personal service contracting is described in FAR Subpart 37.104. A number of factors considered individually or collectively may constitute personal services. Each TO must be judged in consideration of the particular facts and circumstances, but the question relative to personal services is: Will the Government exercise relatively continuous supervision and control over the contractor personnel performing the TO?
- b. The Government and contractor understand and agree that support services to be provided under this TO are non-personal services in nature. That is, no employer-employee relationship exists or will exist between the Government and the contractor or between the Government and the contractor's employees.
- c. To this end, contractor personnel under this TO shall not:
  - 1. Be placed in a position where they are appointed or employed by a Federal employee or are under the supervision, direction, or evaluation of a Federal employee.
  - 2. Be placed in a Federal staff or policy making position.
  - 3. Be placed in a position to supervise, direct, or evaluate Federal employees, personnel of other contractors, or otherwise be a part of the Government.
- d. The contractor shall appoint a supervisor/manager that will be the contractor's authorized representative for technical and administrative performances of all services required in relation to the TO. The supervisor shall serve as the single POC through which all substantive contractor/Government communications, work, and technical direction flow.
- e. Rules, regulations, direction, and requirements relative to good order, administration, and security are applicable to all individuals that enter a Government installation. In no manner shall it be construed or interpreted that the existence of a Government installation-type environment is contrary to the mutually agreed non-personal services nature of contract performance.
- f. The contractor shall immediately notify the CO in the event the contractor or its employees are directed by any Government employee to perform work which the contractor considers to be personal services.

**H.17 SECURITY INVESTIGATIONS AND REPLACEMENT PERSONNEL**

- a. Security investigations are very costly to the Government. The contractor shall make every effort to preclude incurrence of costs by the Government for security investigations during initial on-boarding and in relation to replacement personnel by providing professionally qualified, personally reliable, physically able employees of reputable background, possessing sound character, and available for a minimum employment period no less than one year in each case.

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

- b. Government-initiated security investigations do not relieve the contractor of its responsibility to provide employees suitable for security investigation purposes.
- c. In the event a security investigation conducted by the Government of a contractor-furnished employee results in an ineligible security determination or a contractor-furnished employee needs to be replaced due to performance or security matters, the instance will be evaluated by the Government for the purpose of establishing whether or not the contractor abdicated its responsibility to select suitable employees (i.e., professionally qualified, personally reliable, physically able employees of reputable background, possessing sound character and available for employment for a period no less than one year in each case).
- d. When a contractor fails to comply with the terms of this clause, the contractor may be held monetarily responsible to include reasonable and necessary costs incurred by the Government to:
  - 1. Provide coverage/performance throughout the minimum employment period in cases where the absence of contractor personnel would cause a security threat or program disruption.
  - 2. Conduct security investigations in excess of those otherwise required.
- e. Nothing in this clause shall require the contractor to bear costs associated with security investigations concerning replacement personnel in the case(s) of serious illness/condition or death.
- f. Consideration/reimbursement of any kind to which the Government may be entitled pursuant to this clause does not restrict or otherwise limit the full force and effect of rights and remedies otherwise available to the Government in the TO or otherwise established by law.

### **H.18 CONTRACT IDENTIFICATION**

As stated in 48 CFR 211.106, Purchase Descriptions for Service Contracts, contractor personnel shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and by displaying distinguishing badges or other visible identification for meetings with Government personnel. Contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

### **H.23 REQUIRED INSURANCE (FAR 28.307-2)**

The contractor shall, at its own expense, procure and thereafter maintain the following kinds of insurance with respect to performance under the TO IAW FAR 28.307-2.

- a. Workmen's Compensation and Employers Liability Insurance as required by law except that if this TO is to be performed in a state which does not require or permit private insurance, then compliance with the statutory or administrative requirements in any such state will be satisfactory. The required workmen's compensation insurance shall extend to

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

cover employer's liability for accidental bodily injury or death and for occupational disease with a minimum liability limit of \$100,000.

- b. General Liability Insurance. Bodily injury liability insurance, in the minimum limits of \$500,000 per occurrence, shall be required on the comprehensive form of policy.
- c. Automobile Liability Insurance. This insurance shall be required on the comprehensive form of policy and shall provide bodily injury liability and property damage liability covering the operation of all automobiles used in connection with the performance of the TO. At least, the minimum limits of \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage shall be required.

### **H.24 CONTRACTOR WORK PERIOD AND FACILITY ACCESS**

The USCYBERCOM TPOC determines core working hours. Core work hours will vary between each of the task areas. If contractors are required to work extended hours, contractors are expected to adjust their hours before and after these extended hour periods to stay within the proposed total number of hours. Facility closures as a result of inclement weather, potentially hazardous conditions, or other special circumstances shall be expected. During those periods, personnel shall not be provided access to facilities unless they are designated as emergency or essential personnel. The TPOCs are the only individuals who can designate personnel as emergency or essential unless otherwise specified within the TO. The TO PM shall provide the TPOC or his/her designee daily accountability of personnel supporting this TO.

During Government Federal holidays, down days, or inclement weather, certain facilities will be closed or determined to have restricted use. During those times, contractors will not be permitted to work in those certain Government facilities or charge the Government. In the event of operational driven support during those times, the contractor shall obtain written authorization by the FEDSIM COR prior to time of need. If the FEDSIM COR does authorize the contractor to work at an off-site location, this location shall be an approved corporate facility in which the contractor supervisor/team lead shall be present to ensure all work being accomplished is directly attributable to its TO. In addition, the FEDSIM COR must submit, in writing, authorization for the contractor to work at their corporate off-site location to the CO prior to the need. A home office is never an approved off-site work location. FEDSIM COR may allow contractors to adjust their schedules to compensate for missed times and have the option to work extended workdays, if desired.

### **H.25 NEWS RELEASE**

The contractor shall not make any news release pertaining to this procurement without prior Government approval and only in coordination with the FEDSIM CO.



## SECTION I – CONTRACT CLAUSES

NOTE: Section I of the contractor's USCYBERCOM Support IDIQ is applicable to this TO and is hereby incorporated by reference. Section numbers align with the USCYBERCOM Support IDIQ. In addition, the following applies:

### **I.2.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This TO incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make their full text available. Also, the full text of a provision may be accessed electronically at:

FAR website: <http://www.acquisition.gov/far/>

<http://farsite.hill.af.mil>

FAR Part 12, Acquisition of Commercial Items, applies to this TO.

### **I.2.3 CLAUSES INCORPORATED BY REFERENCE - FEDERAL ACQUISITION REGULATION (FAR)**

Clause No	Clause Title	Date
52.202-1	Definitions	(Jan 2012)
52.203-3	Gratuities	(Apr 1984)
52.203-5	Covenant Against Contingent Fees	(May 2014)
52.203-6	Restrictions on Subcontractor Sales to the Government	(Sep 2006)
52.203-7	Anti-Kickback Procedures	(May 2014)
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	(May 2014)
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity	(May 2014)
52.203-12	Limitations on Payments to Influence Certain Federal Transactions	(Oct 2010)
52.203-13	Contractor Code of Business Ethics and Conduct	(Apr 2010)
52.203-14	Display of Hotline Posters ( <a href="http://www.dodig.mil/Hotline/posters.cfm">http://www.dodig.mil/Hotline/posters.cfm</a> )	(Oct 2015)

## SECTION I – CONTRACT CLAUSES

Clause No	Clause Title	Date
52.203-16	Preventing Personal Conflicts of Interest	(Dec 2011)
52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights.	(Apr 2014)
52.204-2	Security Requirements	(Aug 1996)
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	(May 2011)
52.204-9	Personal Identity Verification of Contractor Personnel	(Jan 2011)
52.204.10	Reporting Executive Compensation and First Tier Subcontract Awards	(Jul 2013)
52.204-13	System for Award Management Maintenance	(Jul 2013)
52.209-6	Protecting the Government's Interest When Subcontracting with Contractor's Debarred, Suspended, or Proposed for Debarment	(Aug 2013)
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	(Jul 2013)
52.209-10	Prohibition on Contracting with Inverted Domestic Corporations.	(Dec 2014)
52.215-2	Audit and Records-Negotiations	(Oct 2010)
52.215-8	Order of Precedence—Uniform Contract Format	(Oct 1997)
52.215-21	Requirements for Cost or Pricing Data or Information Other than Cost or Pricing Data – Modifications	(Oct 2010)
52.215-23	Limitations on Pass-Through Charges.	(Oct 2009)
52.216-7	Allowable Cost and Payment.	(Jun 2013)
52.216-8	Fixed Fee	(Jun 2011)

## SECTION I – CONTRACT CLAUSES

Clause No	Clause Title	Date
52.217-8	Option to Extend Services	(Nov 1999)
52.217-9	Option to Extend the Term of the Contract	(Mar 2000)
52.219-8	Utilization of Small Business Concerns	(Oct 2014)
52.219-14	Limitations on Subcontracting	(Nov 2011)
52.219-16	Liquidated Damages—Subcontracting Plan	(Jan 1999)
52.219-28	Post-Award Small Business Program Representation	(Jul 2013)
52.223-3	Convict Labor	(Jun 2003)
52.222-17	Nondisplacement of Qualified Workers	(May 2014)
52.222-21	Prohibition of Segregated Facilities	(Apr 2015)
52.222-24	Preaward On-site Equal Opportunity Compliance Evaluation.	(Feb 1999)
52.222-26	Equal Opportunity	(Apr 2015)
52.222-37	Employment Reports on Veterans.	(Jul 2014)
52.222-40	Notification of Employee Rights Under the National Labor Relations Act.	(Dec 2010)
52.222-41	Service Contract Labor Standards	(May 2014)
52.222-43	Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (Multiple Year and Option Contracts).	(May 2014)
52.222-50	Combating Trafficking in Persons	(Mar 2015)
52.222-54	Employment Eligibility Verification	(Aug 2013)
52.223-6	Drug-Free Workplace	(May 2001)



## SECTION I – CONTRACT CLAUSES

Clause No	Clause Title	Date
52.223-18	Encouraging Contractor Policies to Ban Text Messaging While Driving	(Aug 2011)
52.224-1	Privacy Act Notification	(Apr 1984)
52.224-2	Privacy Act	(Apr 1984)
52.225-13	Restrictions on certain Foreign Purchases	(Jun 2008)
52.227-1	Authorization and Consent	(Dec 2007)
52.227-14	Rights Ownership by the Government	(Dec 2007)
52.228-7	Insurance-Liability to Third Persons	(Mar 1996)
52.230-2	Cost Accounting Standards	(May 2014)
52.230-6	Administration of Cost Accounting Standards	(Jun 2010)
52.232-17	Interest	(May 2014)
52.232-18	Availability of Funds	(Apr 1984)
52.232-20	Limitation of Cost	(Apr 1984)
52.232-22	Limitation of Funds	(Apr 1984)
52.232-23	Assignment of Claims	(May 2014)
52.232-39	Unenforceability of Unauthorized Obligations	(Jun 2013)
52.232-33	Payment by Electronic Funds Transfer- System for Award Management.	(Jul 2013)
52.233-1	Disputes	(May 2014)
52.233-3 ALT I	Protest After Award– Alternate I (Jun 1985)	(Aug 1996) (June 1985)
52.233-4	Applicable Law of Breach of Contract Claim	(Oct 2004)

SECTION I – CONTRACT CLAUSES

Clause No	Clause Title	Date
52.237-2	Protection of Government Buildings, Equipment, and Vegetation.	(Apr 1984)
52.237-3	Continuity of Services	(Jan 1991)

## SECTION I – CONTRACT CLAUSES

Clause No	Clause Title	Date
52.239-1	Privacy or Security Safeguards	(Aug 1996)
52.242-1	Notice of Intent to Disallow Costs	(Apr 1984)
52.242-3	Penalties for Unallowable Costs	(May 2014)
52.242-4	Certification of Final Indirect Costs	(Jan 1997)
52.242-13	Bankruptcy	(Jul 1995)
52.242-15 ALT I	Stop-Work Order- Alternate I (Apr 1984)	(Aug 1989) (Apr 1984)
52.243-2 ALT I	Changes – Cost Reimbursement Alternate I	(Apr 1984)
52.243-2 ALT II	Changes – Cost Reimbursement Alternate II	(Apr 1984)
52.243-2 ALT V	Changes – Cost Reimbursement Alternate V	(Apr 1984)
52.244-2	Subcontracts	(Oct 2010)
52.244-5	Competition in Subcontracting	(Dec 1996)
52.244-6	Subcontracts for Commercial Items	(Apr 2015)
52.245-1	Government Property	(Apr 2012)
52.245-9	Use and Charges	(Apr 2012)
52.246-25	Limitation of Liability – Services	(Feb 1997)
52.249-6	Termination (Cost Reimbursement)	(May 2004)
52.249-14	Excusable Delays	(Apr 1984)
52.251-1	Government Supply Sources	(Apr 2012)
52.253-1	Computer Generated Forms	(Jan 1991)

## SECTION I – CONTRACT CLAUSES

### **I.3 CLAUSES INCORPORATED BY REFERENCE - DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENTS (DFARS)**

The full text of a clause may be accessed electronically at:

DFARS website: <http://farsite.hill.af.mil>

Clause No	Clause Title	Date
252.201-7000	Contracting Officer's Representative	(DEC 1991)
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	(SEP 2013)
252.203-7003	Agency Office of the Inspector General	(DEC 2012)
252.203-7004	Display of Hotline Posters	(JAN 2015)
252.204-7000	Disclosure of Information	(AUG 2013)
252.204-7003	Control of Government Personnel Work Product	(APR 1992)
252.204-7004	Alternate A, System for Award Management	(FEB 2014)
252.204-7005	Oral Attestation of Security Responsibilities	(NOV 2001)
252.204-7015	Disclosure of Information to Litigation Support Contractors	(FEB 2014)
252.209-7004	Subcontracting with Firms that are owned or controlled by The Government of a Terrorist Country	(MAR 2014)
252.211-7003	Item Identification and Valuation	(JUN 2013)
252.211-7007	Reporting of Government-Furnished Property	(AUG 2012)
252.215-7000	Pricing Adjustments	(DEC 2012)
252.216-7009	Allowability of Legal Costs Incurred in Connection With a Whistleblower Proceeding.	(SEP 2013)
252.223-7004	Drug-Free Work Force	(SEP 1988)
252.223-7006	Prohibition on Storage, Treatment, and Disposal of Toxic or Hazardous Materials	(SEP 2014)
252.227-7013	Rights in Technical Data - Noncommercial Items	(FEB 2014)
252.227-7014	Rights in Noncommercial Computer Software and	(MAR 2011)

## SECTION I – CONTRACT CLAUSES

	Noncommercial Computer Software Documentation	
252.227-7015	Technical Data-Commercial Items	(JUN 2013)
252.227-7016	Rights in Bid or Proposal Information	(JAN 2011)
252.227-7019	Validation of Asserted Restrictions - Computer Software	(SEP 2011)
252.227-7028	Technical Data or Computer Software Previously Delivered to the Government	(JUN 1995)
252.227-7030	Technical Data- Withholding of Payment	(MAR 2000)
252.227-7037	Validation of Restrictive Markings on Technical Data	(JUN 2013)
252.231-7000	Supplemental Cost Principles	(DEC 1991)
252.232-7010	Levies on Contract Payment	(DEC 2006)
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel	(JUN 2013)
252.239-7001	Information Assurance Contractor Training and Certification	(JAN 2008)
252.239-7010	Cloud Computing Services	(AUG 2015)
252.242-7005	Contractor Business Systems	(FEB 2012)
252.242-7006	Accounting System Administration	(FEB 2012)
252.244-7001	Contractor Purchasing System Administration	(MAY 2014)
252.245-7002	Tagging, Labeling, and Marking of Government-Furnished Property	(APR 2012)
252.245-7003	Contractor Property Management System Administration	(APR 2012)
252.245-7004	Reporting, Reutilization, and Disposal	(MAR 2015)
252.246-7001	Warranty of Data	(MAR 2014)
252.251-7000	Ordering From Government Supply Sources	(AUG 2012)

### **252.203-7000 Requirements Relating to Compensation of Former DoD Officials (SEP 2011)**

## SECTION I – CONTRACT CLAUSES

(a) Definition. “Covered DoD official,” as used in this clause, means an individual that—

(1) Leaves or left DoD service on or after January 28, 2008; and

(2)(i) Participated personally and substantially in an acquisition as defined in 41 U.S.C. 131 with a value in excess of \$10 million, and serves or served—

(A) In an Executive Schedule position under subchapter II of chapter 53 of Title 5, United States Code;

(B) In a position in the Senior Executive Service under subchapter VIII of chapter 53 of Title 5, United States Code; or

(C) In a general or flag officer position compensated at a rate of pay for grade O-7 or above under section 201 of Title 37, United States Code; or

(ii) Serves or served in DoD in one of the following positions: program manager, deputy program manager, procuring contracting officer, administrative contracting officer, source selection authority, member of the source selection evaluation board, or chief of a financial or technical evaluation team for a contract in an amount in excess of \$10 million.

(b) The Contractor shall not knowingly provide compensation to a covered DoD official within 2 years after the official leaves DoD service, without first determining that the official has sought and received, or has not received after 30 days of seeking, a written opinion from the appropriate DoD ethics counselor regarding the applicability of post-employment restrictions to the activities that the official is expected to undertake on behalf of the Contractor.

(c) Failure by the Contractor to comply with paragraph (b) of this clause may subject the Contractor to rescission of this contract, suspension, or debarment in accordance with 41 U.S.C. 2105(c).

**(End of clause)**

## SECTION I – CONTRACT CLAUSES

### **I.4 CLAUSES INCORPORATED BY REFERENCE DEFENSE FEDERAL - GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL (GSAM)**

The full text of a clause may be accessed electronically at:

GSAM website: <http://farsite.hill.af.mil>

<https://www.acquisition.gov/gsam/gsam.html/>

Clause No	Clause Title	Date
552.204-9	Personal Identity Verification Requirements	(Oct 2012)
552.215-70	Examination of Records by GSA	(Feb 1996)
552.216-74	Task-Order and Delivery-Order Ombudsman	(Aug 2010)
552.219-75	GSA Mentor-Protégé Program	(Sep 2009)
552.219-76	Mentor Requirements and Evaluation	(Mar 2012)
552.232-25	Prompt Payment	(Nov 2009)
552.236-75	Use of Premises	(Apr 1984)
552.237-71	Qualifications of Employees	(May 1989)
552.239-70	Information Technology Security Plan and Security Authorization	(Jun 2011)
552.239-71	Security Requirements for Unclassified Information Technology Resources	(Jan 2012)

#### **52.217-8 Option to Extend Services (Nov 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days.

#### **Special Contract Provision:**

If the Government exercises its unilateral right to extend services under FAR 52.217-8, the rates for the performance of services during the extension period will be the rates contained in the TO for the last exercised period of performance.

## SECTION I – CONTRACT CLAUSES

**(End of clause)**

### **52.217-9 Option to Extend the Term of the Contract (Mar 2000)**

(a) The Government may extend the term of this TO by written notice to the Contractor anytime provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 calendar days before the TO expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended TO shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 Months.

**(End of Clause)**



## SECTION J – LIST OF ATTACHMENTS

### **J.1 LIST OF ATTACHMENTS**

<b>Attachment</b>	<b>Title</b>
A	Incremental Funding Chart (electronically attached .xls)
B	COR Appointment Letter (electronically attached .pdf)
C	Monthly Status Report (electronically attached .pdf)
D	Deliverable Acceptance-Rejection Report (electronically attached .docx)
E	Problem Notification Report (PNR) Template (electronically attached .docx)
F	Corporate Non-Disclosure Agreement (NDA) Form (electronically attached .pdf)
G	Addendum to Corporate NDA template (electronically attached .docx)
H	Request to Initiate Purchase Template (electronically attached .xls)
I	Deleted
J	Deleted
K	Travel Authorization Template (electronically attached .xls)
L	Acronym List (electronically attached .pdf)
M	Deleted
N	Deleted
O	Deleted
P	Deleted
Q	OCI Statement (electronically attached .docx)
R	Department of Defense (DD) Form 254 (electronically attached .pdf)
S	Quality Assurance Surveillance Plan (QASP) (electronically attached .pdf)
T	Invoice Detail Template (electronically attached .xls)
U	Security In-Process Forms (zip file)
V	USCYBERCOM IDIQ LCATs Amendment 01 (electronically attached .pdf)
W	Deleted
X	Deleted
Y	Wage Determination
Z	The CDG Implementation Plan (electronically attached .pdf)

SECTION K – REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF  
OFFERORS OR RESPONDENTS

**K.3 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE- DFARS**

Clause No	Clause Title	Date
252.203-7005	Representation Relating to Compensation of Former DoD Officials	Nov 2011

Block 14 Continued:

The purpose of this modification is to distribute incremental funding and provide updates to the conformed Task Order as shown below.

**The purpose of this contracting action is to:**

1. Incremental fund for CLIN 0001 increases by (b) (4) to \$4,322,961.17.
2. Update Section B.4.3 and Section J, Attachment –A incremental funding chart.
3. Changes to the conformed Task Order are noted by vertical bars.
4. All other terms and conditions remain unchanged.

A SUMMARY OF COST IMPACT OF ABOVE CHANGES

- CLIN 0001 funding increases by (b) (4) from (b) (4) to \$4,322,961.17.
- The total funding obligated under this CLIN increases from (b) (4) to \$7,749,269.08.
- The total estimated cost/price of the Task Order remains \$72,411,518.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE <b>1</b> OF <b>2</b>	
2. AMENDMENT/MODIFICATION NO. <b>PO04</b>		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO. <b>21434671</b>		5. PROJECT NO. (If applicable)	
6. ISSUED BY <b>GSA/FEDSIM Acquisition (QF0BBA)</b> <b>1800 F Street, NW, 3100</b> <b>Washington, DC 20405</b> <b>Contract Specialist Name: Tia S Lawrence</b> <b>Contract Specialist Phone: 703-605-2797</b>		CODE <b>47QFCA</b>		7. ADMINISTERED BY (If other than item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and ZIP Code) <b>PARSONS GOVERNMENT SERVICES INC.</b> <b>100 W WALNUT ST</b> <b>PASADENA, CA, 91124-0001</b> <b>Phone: 703-934-2348 Fax: 703-591-1305</b>				(X)		9A. AMENDMENT OF SOLICITATION NO.	
				<b>X</b>		9B. DATED (SEE ITEM 11)	
						10A. MODIFICATION OF CONTRACT/ORDER NO. <b>GS00Q16AJD0003 / GSQ0016AJ0060</b>	
						10B. DATED (SEE ITEM 13) <b>09/30/2016</b>	
CODE		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning ____ copies of the amendment; (b) By acknowledge receipt of this amendment on each of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) <b>285F.Q00FB000.AA10.25.AF151.H08 Total Amount of MOD: \$3,255,000.00</b>							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.</b> <b>IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
<b>X</b> D. OTHER (Specify type of modification and authority) <b>FAR 52.232-22 Limitation of Funds</b>							
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return ____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) <b>The purpose of this modification to Task Order GSQ0016AJ0060 with PARSONS Government Services is to distribute incremental funding to CLIN 001. All other items remain unchanged. See continuation page for details.</b>							
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				<b>Michael A. Chappelle</b>			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

Line I							
ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)				
0001a	O&M Labor (Tasks 1,3,5,7,8,9)	1.0	LOT	(b) (4)			
0001b	RDT&E Labor (Tasks 2,3,4,6)	1.0	LOT				
0001c	Labor (Tasks 3,4 (Packet Matrix))	1.0	LOT				
0001d	Contractor FF on labor	1.0	lot				
0003	Travel	1.0	LOT				
0004	Tools	1.0	LOT				
0005	ODCs	1.0	LOT				

<b>SOLICITATION, OFFER AND AWARD</b>			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE 1 OF 137	
2. CONTRACT NUMBER		3. SOLICITATION NUMBER GSC-QF0B-16-33035		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED 07/28/2016	
7. ISSUED BY U.S. General Services Administration 1800 F St. NW Suite 3100 Washington, DC 20405		CODE		8. ADDRESS OFFER TO (If other than item 7) Michael Chappelle, Contracting Officer			
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".							
<b>SOLICITATION</b>							
9. Sealed offers in original and _____ copies for furnishings the supplies or services in the Schedule will be received at the place specified in item 8, or if hand carried, in the depository located in 1800 F ST, NW, Suite 3100 Washington, DC 20405 until 11 a.m. local time See Cover Letter (Hour) (Date)							
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.							
10. FOR INFORMATION CALL:		A. NAME Michael Chappelle		B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXTENSION 703 6052656		C. E-MAIL ADDRESS michael.chappelle@gsa.gov	
<b>11. TABLE OF CONTENTS</b>							
(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1	X	I	CONTRACT CLAUSES	10
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	7	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS./WORK STATEMENT	42	X	J	LIST OF ATTACHMENTS	1
X	D	PACKAGING AND MARKING	1	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	2	X	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	1
X	F	DELIVERIES OR PERFORMANCE	7	X	L	INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS	17
X	G	CONTRACT ADMINISTRATION DATA	4	X	M	EVALUATION FACTORS FOR AWARD	5
X	H	SPECIAL CONTRACT REQUIREMENTS	15				
<b>OFFER (Must be fully completed by offeror)</b>							
NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.							
12. In compliance with the above, the undersigned agrees, if this offer is accepted within 120 calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the set opposite each item, delivered at the designated point(s), within the time specified in the schedule.							
13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)		10 CALENDAR DAYS (%)		20 CALENDAR DAYS (%)		30 CALENDAR DAYS (%)	
						CALENDAR DAYS(%)	
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offers and related documents numbered and dated):		AMENDMENT NO.		DATE		AMENDMENT NO.	
		SF30 Amendment 01		08/09/2016		SF30 Amendment 03	
		SF30 Amendment 02		08/11/2016			
15A. NAME AND ADDRESS OF OFFEROR		CODE		FACILITY		16. NAME AND THE TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
Secure Mission Solutions LLC 5875 Trinity Parkway Suite 300 Centreville, VA 20120						(b) (6)	
15B. TELEPHONE NUMBER		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.		17. SIGNATURE		18. OFFER DATE	
AREA CODE NUMBER EXTENSION		<input type="checkbox"/>		(b) (6)		08/19/2016	
<b>AWARD (To be completed by Government)</b>							
19. ACCEPTED AS TO ITEMS NUMBERED		20. AMOUNT		21. ACCOUNTING AND APPROPRIATION			
22. AUTHORITY FOR USING OTHER THAN FULL OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304 (c) <input type="checkbox"/> 41 U.S.C. 3304(a) ( )				23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM	
24. ADMINISTERED BY (If other than Item 7)				25. PAYMENT WILL BE MADE BY		CODE	
26. NAME OF CONTRACTING OFFICER (Type or print)				27. UNITED STATES OF AMERICA MICHAEL CHAPPELLE (Signature of Contracting Officer)		28. AWARD DATE	
IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.							